

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Agriculture, Fisheries and Co-operatives  
Post: Agricultural Confidential Secretary  
Salary: Rs 4,750 x 125 - 5,000 x 150 - 5,600 x 200 -  
7,000 x 250 - 7,500 (GSS 3)  
Rs 7,250 x 250 - 8,750 (GSS 3A) (Personal)  
Effective Date: 24 September, 1997  
Qualifications: Candidates should

- (a) possess a Cambridge School Certificate with credit in English Language and French on a single certificate or an equivalent qualification acceptable to the Public Service Commission;
- (b) be able to type efficiently at a speed of at least 30 words a minute;
- (c) (i) be fluent in English and French;  
(ii) show qualities of trustworthiness, discretion, maturity, tact and initiative;  
(iii) be capable of dealing efficiently with members of the public; and  
(iv) have a pleasant personality.

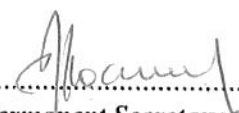
Possession of a certificate in English shorthand at a speed of 90 words a minute will be an advantage.

NOTE:

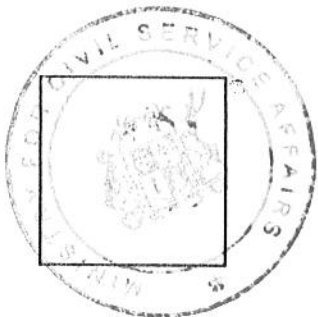
For the first intake consideration will be given to redundant employees of TEAFAC holding appointment as Senior Confidential Assistant, although they may not possess the qualifications at (a) above.

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for Permanent Secretary

Date.....



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Duties:

- (1) To take down dictation, to transcribe and type, to arrange appointments and deal with enquiries.
- (2) To perform typing/word processing, simple computer/data processing operations and telex duties.
- (3) To operate photocopying machines.
- (4) To understudy and stand in for the officer in charge of Confidential Registry when he/she is absent or whenever required to do so.
- (5) To perform such cognate duties as may be assigned.

NOTE:

The officers will be expected to comply with the working hours of the Agricultural/Work Station to which they are posted.

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*for Permanent Secretary*

24 SEP 1997

Date.....

