

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Office of the Director of Public Prosecutions
- Post:** Senior Legal Assistant
- Salary:** Rs 17,200 x 600 – 23,200 x 800 – 27,200 (12 41 56)
- Effective Date:** 20 June 2012
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Legal Assistant who reckon at least four years' service in a substantive capacity in the grade and who –
- (a) have passed a written qualifying examination conducted by the Public Service Commission designed to assess their knowledge of legal duties;
  - (b) possess good analytical and drafting skills; and
  - (c) possess good communication and interpersonal skills.
- Duties:**
1. To process applications for Certificate of Morality delivered by the Office of the Director of Public Prosecutions.
  2. To prepare briefs on cases before the Supreme Court.
  3. To monitor files pertaining to Judicial Enquiry.
  4. To prepare bills of costs and notices of taxation.
  5. To assist in the handling of matters pertaining to Judicial Enquiry and Preliminary Enquiry.
  6. To prepare briefs for Assize cases and cases before the Judicial Committee of the Privy Council.
  7. To process applications for bails, authority to assist prosecution, and for temporary waiving of objection to departure.
  8. To use ICT in the performance of his duties.
  9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Legal Assistant in the roles ascribed to him.



**CERTIFIED CORRECT**

*Ateerasing*

.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

20 June 2012

**Date**.....