

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

- Ministry/Department:** Attorney-General's Office and Ministry of Justice and Human Rights
- Post:** Registrar (Legal Assistant Cadre)
- Salary:** Rs 22,400 x 800 – 28,000 x 1,000 – 30,000 (12 57 66)
- Effective Date:** 3 July 2007
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Chief Legal Assistant who –
- (i) reckon at least two years' service in a substantive capacity in the grade; and
  - (ii) possess managerial skills.
- Duties:**
1. To have overall supervision on all registries (Criminal, Civil, Ministère Public, Curatelle Office) and to be responsible for the administrative duties of the Law Revision Unit.
  2. To devise appropriate training courses for and give practical training to Trainee Legal Assistants and officers of the Legal Assistant Cadre.
  3. To keep under review the training needs of officers in the Legal Assistant Cadre and make recommendations accordingly.
  4. To attend to petitions and queries from members of the public.
  5. To process applications for citizenship.
  6. To be responsible for the proofing of Notices, Acts and Proclamations to be published in the Gazette and in that respect liaise with the Ministries concerned.
  7. To be responsible for all law books in the Law Revision Unit including their updating, preparation of index, etc.
  8. To be responsible for reply to Parliamentary Questions and to Audit Queries.
  9. To perform such cognate duties as may be assigned.



**CERTIFIED CORRECT**

*R. R. ...*

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date..... 03 JUL 2007 .....