

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

- Department:** Civil Aviation
- Post:** Mandatory Occurrence Reporting Officer
- Salary:** Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (03 054 081)
- Effective Date:** 10 May 2016
- Qualifications:**
- A. A degree in Mathematics or Statistics or Physics from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess sound organising, interpersonal and communication skills; and
- (ii) be computer literate.

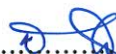
Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To scrutinize reports of occurrences from operators of aircrafts, airports and air traffic services.
 2. To process occurrences reports as per Standard Operating Procedures and disseminate occurrence information, as appropriate.
 3. To maintain database of Mandatory Occurrence Reporting (MOR) (such as security, aerodrome facilitation, air traffic control, flight operations and aircraft maintenance).
 4. To generate statistics of occurrences and produce charts for analysis on a monthly basis.
 5. To co-ordinate, in consultation with appropriate technical units, the investigation and follow-up of occurrences reported under the MOR scheme.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
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6. To liaise with other organisations on issues related to occurrences, as appropriate.
7. To provide assistance to the Department's accident/incident investigation cell.
8. To produce reports for management, based on recommendations of reports of investigation.
9. To ensure prompt submission of significant occurrences report to the International Civil Aviation Organisation.
10. To use ICT in the performance of his duties.
11. 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 Mandatory Occurrence Reporting Officer in the roles ascribed to him.

Note

Mandatory Occurrence Reporting Officers will be required to follow such theoretical and on-the-job training courses, as may be approved and arranged by the Department.

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