

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

- Ministry:** Civil Service Affairs and Administrative Reforms
- Post:** Clerical Officer/Higher Clerical Officer
- Salary:** Rs ~~7,025 x 150 - 7,325 x 175 - 8,200 x 200 - 9,000 x 250 - 10,000 x 300 - 10,600 x 400 - 13,400 (08 17 41)~~
~~9,600 x 200 - 10,200 x 250 - 11,700 x 300 - 13,800 x 400 -~~
~~15,000 x 500 - 16,000 x 600 - 19,600 (08 18 45)~~
- Effective Date:** 19 March 2004
- Qualifications:**
- A. By appointment of Clerical Assistants/Senior Clerical Assistants who reckon at least eight years' service in the grade and who are fully conversant with the work of a Clerical Officer/Higher Clerical Officer.
 - B. By selection of candidates possessing:-
 1. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
 - (c) An equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

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[Signature]
 for Senior Chief Executive
 Ministry of Civil Service Affairs and
 Administrative Reforms

Date 19 MAR 2004



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2. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.
3. Good communication and interpersonal skills and good working attitude.

Possession of computer skills is desirable.

Note

Qualification at 1 above should have been obtained prior to qualification at 2 above.


Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To perform duties of a clerical nature such as:-
 - (a) the preparation, scrutiny and processing of straightforward documents, records, etc.;
 - (b) the preparation of simple documents subject to check;
 - (c) arithmetical work;
 - (d) registry work;
 - (e) simple finance, establishment and stores work under supervision;
 - (f) the drafting of replies to simple correspondence; and
 - (g) simple data entry and updating of information in a computer system, as and when required.

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2. To control a small sub-section of a Ministry/Department.
3. To carry out pay and cashier duties, as and when required.
4. To perform microfilming.
5. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc.
6. To use Information and Communication Technology (ICT) in the performance of his duties, as and when required.
7. To guide members of the public in Ministries/Departments, as and when required.
8. To carry out simple research in connection with official documents.
9. To keep records regarding documents, books, magazines, etc., of the Ministry/Department and to assist users by providing relevant information, whenever required.
10. To perform such cognate duties as may be assigned.

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

Date **19 MAR 2004**

