

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

**Ministry:** Education and Human Resources  
**Post:** Usher/Senior Usher (Education) (Female)  
**Salary:** Rs 9,750 x 250 – 10,000 x 300 – 10,600 x 400 – 15,000 x 500 – 17,000 x 600 – 17,600 (11 31 50)  
**Effective Date:** 20 February 2006  
**Qualifications:** A. By selection from among female officers in the grades of –

- (1) Senior School Clerk and School Clerk who reckon at least four years' service in a substantive capacity in the cadre and who possess-
  - (i) (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.
- (ii) 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.

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CERTIFIED CORRECT

*R. R. R.*

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

Date. **20 FEB 2006** .....

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- (2) Senior School Clerk and School Clerk in post as at 30 June 2003 who reckon at least eight years' service in a substantive capacity in the cadre and who possess-
- (a) Cambridge School Certificate with credit in English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
  - (b) Passes not below Grade C in 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.
- (3) Clerical Officer/Higher Clerical Officer and Executive Officer who possess:-
- (i) (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.

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(ii) **Either**

- (a) 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.

**Or**

- (b) have an aggregate of three years' work experience in a State Secondary School.

**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.

B. Candidates should also-

- (i) have a knowledge of First Aid; and  
(ii) possess organising and supervisory skills.

**Note**

Qualification at A(1)(i) above should have been obtained prior to qualification at A(1)(ii) above and qualification at A(3)(i) above should have been obtained prior to qualification at A(3)(ii)(a) above.

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**NOTE**

For the first intake, consideration will be given to officers who are employed on contract as Usher at the Technical School Management Trust Fund provided they possess the qualifications laid down at A(3)(i), A(3)(ii) and B above.

Candidates should produce written evidence of knowledge/experience claimed.

**Duties:**

1. To plan, organise and supervise the work of minor grade staff.
2. To ensure that the school premises, furniture and equipment are properly maintained and inventory regularly updated.
3. To oversee the school infrastructure and make arrangements for maintenance and repairs.
4. To provide pastoral care and look after the general welfare of pupils including sick pupils.
5. To assist the Head of School in:
  - (a) matters regarding room allocation and preparation of time tables;
  - (b) maintaining overall discipline in school compound and during school activities;
  - (c) the preparation of rooms and school halls for internal and external examinations and other functions; and
  - (d) the day-to-day running of schools.
6. To maintain and update records of attendance of students (including absences, lateness, etc.), report books and marklists.
7. To liaise between the Rector and Responsible Parties/Stakeholders and other institutions providing necessary services to schools.
8. To keep detention classes.
9. To perform such cognate duties as may be assigned.



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