

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Fisheries

Post: Clerk Assistant

Salary: Rs 4,435 x 110 – 4,875 x 125 – 5,375 x 150 – 6,425 x 175 – 6,950 x 205 –
7,770 x 300 – 8,670 (GSC 4)

Effective Date: 14 May 2003

Qualifications: By appointment of Office Assistants in the Ministry who can show proof of having sat for the Cambridge School Certificate examination or the General Certificate of Education “Ordinary Level” examination in at least five subjects.

Note

For the first intake, consideration will also be given to Office Assistants in the Ministry who have sat for less than five subjects at the General Certificate of Education “Ordinary Level” examination.

Duties:

1. To perform sub-clerical duties such as:
 - (a) simple registry functions; and
 - (b) the preparation, scrutiny and processing of documents, statistics and records, etc.
2. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc. and perform simple operations on computers.
3. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

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for Secretary for Public Service Affairs

Date..... 14 MAY 2003