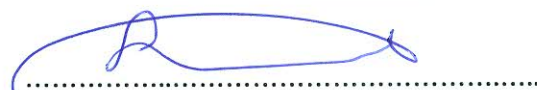


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Prime Minister's Office (Government Information Service)
- Post:** Information Support Officer/Senior Information Support Officer
- Salary:** Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 (10 030 071)
- Effective Date:** 13 February 2017
- Qualifications:** By appointment of officers in the grades of Senior News Officer and News Officer of the former Overseas News Service of the Government Information Service.
- Duties:**
1. To perform the following duties in the Information Section, the Documentation Section and the Audio-Visual Section –
    - (a) to conduct daily press review exercise;
    - (b) to classify documents/press cuttings in appropriate files;
    - (c) to scan documents by using IT facilities and photocopy services, and maintain appropriate folders;
    - (d) to classify newspapers for reference purposes;
    - (e) to process, keep records and verify claims in respect of official communiqués;
    - (f) to renew reporters' passes;
    - (g) to digitise the archives; and
    - (h) to computerise and store recordings of pictorial display in a database, for future use.
  2. To perform clerical duties, as may be assigned, from time to time.
  3. 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 Information Support Officer/Senior Information Support Officer in the roles ascribed to him.

**CERTIFIED CORRECT**



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

**13 February 2017**

**Date**.....

