

7

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

Ministry: Women's Rights, Child Development and Family Welfare

Post: Trainee Organising Officer

Salary: Rs 5,250 x 125 - 5,375 (WEL 3)

Effective Date: 26 December 2000

Qualifications: A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained on one certificate at the General Certificate of Education "Ordinary Level" or 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.

B. 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.

C. Candidates should also possess:

- (i) good organising and communication skills;
- (ii) good interpersonal skills; and
- (iii) an extrovert personality.

/2...



CERTIFIED CORRECT

m. e.

.....
for Secretary for Public Service Affairs

26 DEC 2000

Date.....

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

- 2 -

Training:

Trainee Organising Officers will be required to undergo on-the-job training in all aspects of the work of an Organising Officer for a period of at least one year.

On successful completion of their training, Trainee Organising Officers will be eligible for appointment to the grade of Organising Officer as and when vacancies occur.

Trainee Organising Officers will also be required to follow a course leading to the Diploma in Social Work as approved and arranged.

Note

Trainee Organising Officers should be prepared to work outside normal office hours including Sundays and Public Holidays without extra remuneration.



CERTIFIED CORRECT

A handwritten signature in dark ink, appearing to be 'M. C.', is written over a horizontal dotted line.

for Secretary for Public Service Affairs

26 DEC 2000

Date.....