

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

- Ministry:** Health and Quality of Life
- Post:** Receptionist (Health Services)
- Salary:** Rs 6,125 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 11,800 (08 11 37)
- Effective Date:** 26 October 2004
- Qualifications:**
- A. (a) Cambridge School Certificate with credit in at least English Language and French obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least English Language and French 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.

B. A pleasant personality, neat appearance and good communication skills.

Duties:

- 1. To be responsible to the head of the institution for the following:
 - (a) to man the receptionist/enquiry counters of the hospital;
 - (b) to answer queries from the public and provide information on the institution and services provided;
 - (c) to direct patients/visitors to the appropriate services;
 - (d) to keep records, as directed; and

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CERTIFIED CORRECT

R. P. ...

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

Date 26 OCT 2004



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- (e) to record complaints of patients/visitors, if any, and ensure that remedial action is taken, where necessary.
2. To perform such cognate duties as may be assigned.

NOTE

Receptionists (Health Services) will be required to work on a roster basis from 7.00 a.m to 5.00 p.m every day of the week including Sundays and Public Holidays.



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R. R. R.

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