

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

- Ministry:** Health and Quality of Life
- Post:** Dental Assistant
- Salary:** Rs 13,790 x 260 – 14,050 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 – 30,175 (09 026 060)
- Effective Date:** 09 October 2017
- Qualifications:** (i) A Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts and one Science subject obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French, Mathematics or Principles of Accounts and one Science subject 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.

- (ii) Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To be responsible to the Director, Dental Services through his immediate supervisor for –
- (i) preparing and sterilising instruments, including infection control techniques, layout of equipment, instruments and materials for all dental procedures and maintaining an aseptic clinical environment;
- (ii) receiving, registering and preparing patients before Dental Surgeon/Senior Dental Surgeon, Specialists Dental Services, Consultant-in-Charge Dental Services start treatment;

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CERTIFIED CORRECT

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

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- (iii) assisting at the chairside during all dental procedures, including patients' comfort;
 - (iv) preparing filling materials and materials for impressions;
 - (v) recording patient's instructions, referrals medication prescribed from the dentist's instructions and performing clerical work;
 - (vi) compiling and submitting simple statistics on work performed;
 - (vii) attending to the daily and weekly maintenance of equipment and apparatuses;
 - (viii) indenting, receiving and issuing drugs, instruments, materials and stores items;
 - (ix) disseminating oral health education to the public; and
 - (x) organising, supervising the work of subordinate staff in the Dental Unit.
2. To use ICT in the performance of his duties.
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 Dental Assistant in the roles ascribed to him.



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