

28 (4)

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

Ministry: Housing, Lands and Town and Country Planning

Post: Housing Officer

Salary: Rs 9,000 x 300 - 9,600 x 400 - 11,600 (GSE 12A)

Effective Date: 23 October, 1996

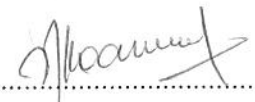
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Assistant Housing Officer reckoning at least five years service in a substantive capacity in the grade.

NOTE

For the first intake, consideration will be given to ex-officers of the Central Housing Authority who have gathered experience in the management of estates provided they possess at least the Cambridge School Certificate or the General Certificate of Education "Ordinary level" with passes in at least five subjects including English Language obtained on one certificate.

- Duties:**
1. To be responsible for the Management of the Housing Unit.
 2. To be responsible for the management of public housing estates.
 3. To process applications for transfers/sales/extensions of houses and renewals of state land leases for approval by the Ministry.
 4. To report on infrastructural and other problems on public housing estates and to liaise with other Ministries/Departments/Organisations for remedial action.
 5. To control the collection of land rent and repayment of loans, to initiate legal proceedings for the recovery of arrears and to depone in courts whenever required.
 6. To train junior technical staff attached to the Unit.
 7. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT



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for Permanent Secretary

23 OCT 1996

Date.....

