

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

Ministry: Industry, Commerce and Consumer Protection (Industry Division)
Post: Scientific Officer (Assay and Gemmology)
Salary: Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (19 50 75)
Effective Date: 19 May 2015

Qualifications: A. By selection from among officers who hold a substantive appointment in the grades of –

- (i) Gemmologist; and
- (ii) Technical Officer/Senior Technical Officer (Assay Office) who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Technical Officer/Senior Technical Officer (Assay Office) and the former grades of Senior Technical Officer (Assay Office) and/or Technical Officer (Assay Office)

and who possess a degree in Chemistry or Chemical Engineering from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) have good organising skills and administrative abilities; and
- (ii) possess effective communication and interpersonal skills.

Duties:

1. To conduct testing and verification of gemstones according to ISO/IEC 17025 and other approved standards.
2. To enforce and ensure compliance with the provisions of the Jewellery Act and regulations in force.
3. To identify and grade gemstone, diamond and pearl according to ISO/IEC 17025 and other approved standards.

/2...



CERTIFIED CORRECT

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

19 May 2015

Date.....

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

-2-

4. To supervise and co-ordinate the work of subordinate staff.
5. To carry out audits according to the requirements of accreditation schemes and other relevant standards.
6. To carry out inspection visits on the trade premises of jewellers.
7. To assist in the training of new recruits and subordinate staff.
8. To prepare and review the quality manual to ensure compliance with ISO/IEC 17025 and other relevant standards.
9. To maintain laboratory equipment in good condition and ensure their calibration, where applicable.
10. To supervise the collection and delivery of articles of jewellery, precious and semi-precious stones at the reception counter.
11. To prepare case files for prosecution and attend court, whenever required.
12. To maintain a safe and clean laboratory environment.
13. To ensure the availability of consumables and materials for use in the laboratory at all times.
14. To use ICT in the performance of his duties.
15. 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 Scientific Officer (Assay and Gemmology) in the roles ascribed to him.

Note

Scientific Officers (Assay and Gemmology) may be required to work outside normal working hours including Sundays and Public Holidays.



CERTIFIED CORRECT

.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
19 May 2015*

Date.....