

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

- Ministry:** Business, Enterprise, Commerce and Consumer Protection (Commerce Division)
- Post:** Deputy Director, Legal Metrology Services
- Salary:** Rs 43,750 x 1,250 – 50,000 x 1,500 – 56,000 x 2,000 – 60,000 (19 70 81)
- Effective Date:** 5 July 2011
- Qualifications:** By selection from among officers in the grade of Legal Metrologist who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) are conversant with the provisions of the Legal Metrology Act and Regulations;
 - (ii) have team spirit and leadership qualities; and
 - (iii) are able to motivate staff.
- Role and Responsibilities:** To assist the Director, Legal Metrology Services in ensuring conformity of weighing and measuring instruments with legal requirements for better protection of consumers and ensuring compliance of all pre-packed commodities with legal requirements concerning labelling and accuracy.
- Duties:**
1. To assist the Director, Legal Metrology Services in-
 - (a) the formulation and implementation of policies and action plans;
 - (b) the execution of the provisions of the Legal Metrology legislation in force;
 - (c) drafting regulations;
 - (d) the day-to-day administration of the Legal Metrology Services; and
 - (e) the pattern and design evaluation of measuring instruments used in trade.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 05 JUL 2011

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2. To be responsible to the Director, Legal Metrology Services for -
 - (a) the implementation of the plan for laboratory accreditation;
 - (b) the implementation of the Quality Management System of the Legal Metrology Services; and
 - (c) the promotion of the importance and use of the legal metrology.
3. To co-ordinate the work of the different units of the Legal Metrology Services.
4. To formulate strategies and action plans for the optimum utilisation of resources and to ensure the achievement of the objectives of the Legal Metrology Services.
5. To identify training needs and to formulate and implement training and educational programmes for the staff.
6. To appraise legal metrology projects.
7. To use ICT in the performance of his duties.
8. 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 Deputy Director, Legal Metrology Services in the roles ascribed to him.



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