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

**Ministry:** Industry, Commerce, Corporate Affairs and Financial Services  
(Industry Division)

**Post:** Head, Business Information Unit

**Salary:** Rs 20,870 x 600 – 22,070 x 700 – 24,170 (ADM 8)

**Effective Date:** 27 December 1999

**Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Assistant to Head, Business Information Unit, reckoning at least three years service in a substantive capacity in the grade.

**Note**

For the first intake, by selection from among officers in the Industrial Analyst Cadre having-

- (i) at least six years proven experience in industrial development matters;
- (ii) proven knowledge and working experience in Information Technology; and
- (iii) managerial capabilities.

Candidates should produce written evidence of all experience/knowledge claimed.

**Duties:**

1. To be responsible for the smooth and efficient operation of the Business Information Unit.
2. To coordinate and control the work of the professional, technical and other staff of the Business Information Unit.
3. To process industrial data and provide user friendly information for policy formulation and decision making.

CERTIFIED CORRECT

*M. C.*

for Permanent Secretary

27 DEC 1999

Date.....



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4. To advise on projections and trends with regard to the industrial sector.
5. To assist in the implementation of an Information Plan.
6. To establish links with regional and international data banks through networks.
7. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT



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*for Permanent Secretary*

27 DEC 1999

Date.....

