

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

Department: National Transport Authority
Post: Licensing/Registration Officer/Senior Licensing/Registration Officer
Salary: Rs 14,875 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 – 32,500 x 925 – 36,200 (18 030 067)
Effective Date: 18 April 2017

Qualifications: A. By selection from among serving officers who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

(i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission; and

(ii) are computer literate.

Candidates should produce written evidence of knowledge claimed.

B. Candidates should –

(i) possess good interpersonal and communication skills to deal with members of the public; and

(ii) be assertive, tactful, dynamic and capable to meet deadlines.

Duties: 1. To assist the Principal Licensing/Registration Officers in the performance of their duties.

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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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2. To deal with all correspondence relating to the processing of applications for –
 - (i) new licences and renewal of licences;
 - (ii) registration and transfer of vehicles;
 - (iii) drivers' certificates and student identity cards; and
 - (iv) 'certificat de gage sans déplacement'.
3. To keep updated files, registers and cards in respect of licences and registration documents issued/renewed.
4. To check entries made in files, registers, cards and on the computer and ensure their updating and follow-up.
5. To scan and print documents for licensing and registration needs.
6. To prepare and process data to be fed into the computerised system of the National Transport Authority and to retrieve such data, as and when required.
7. To provide counter services for the issue of licences for registration and transfer of vehicles and collect revenue relating to these transactions.
8. To record decisions of the Authority in respect of each application for a licence.
9. To attend to queries from the public and provide such information, as may be required.
10. To attend court, depone on information needs and produce certified true copies of documents, whenever necessary.
11. To use ICT in the performance of his duties.
12. 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 Licensing/Registration Officer/Senior Licensing/Registration Officer in the roles ascribed to him.



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