

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

- Ministry:** Labour, Human Resource Development and Training
- Post:** Registrar, Redundancy Board
- Salary:** Rs 24,475 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 50,900 (12 053 081)
- Effective Date:** 24 February 2022
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Registrar, Redundancy Board who reckons at least two years' service in a substantive capacity in the grade and who –
- (i) possesses good organising, supervisory and managerial skills;
 - (ii) possesses good interpersonal and communication skills; and
 - (iii) has a high sense of responsibility and discretion.
- Role and Responsibilities:** To be responsible for the effective and efficient management of the Redundancy Board.
- Duties:**
1. To act as Secretary of the Redundancy Board.
 2. To receive and process cases and appeals.
 3. To prepare and issue Notice of Hearing, Summons Orders and similar processes.
 4. To vet minutes of Board proceedings.
 5. To take charge of Board records.
 6. To be the custodian of Record files, Registrar Seals and Exhibits produced and to perform all works pertaining to the Board.
 7. To ensure the proper handling and safeguarding of evidence and file management, and keep control of Exhibits produced before the Board.
 8. To arrange for the classification and custody of office files and case records.
 9. To tax witnesses' attendance documents.

/2...



CERTIFIED CORRECT

.....
S. Chundunsing
S. Chundunsing (Mrs)
for Supervising Officer
Ministry of Public Service, Administrative
and Institutional Reforms
24 February 2022

Date.....

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

-2-

10. To administer oath to witnesses and call cases before the Board.
11. To vet cause lists and daily rolls.
12. To ensure that Orders are despatched to parties.
13. To be responsible for the day-to-day running of the Board and the general supervision of the office.
14. To collect information, data and materials, as may be required by the President of the Board.
15. To supervise and train subordinate staff.
16. To use ICT in the performance of his duties.
17. 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 Registrar, Redundancy Board.



CERTIFIED CORRECT

.....
S. Chundusing
S. Chundusing (Mrs)
for Supervising Officer
Ministry of Public Service, Administrative
and Institutional Reforms
24 February 2022
Date.....