

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

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Ministry: Labour, Industrial Relations and Employment
Post: Senior Labour and Industrial Relations Officer
Salary: Rs 20,200 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 32,500 (18 46 61)
Effective Date: 3 June 2011
Qualifications: By promotion, on the basis of experience and merit, of –

A. officers in the grade of Labour and Industrial Relations Officer in post as at 13 August 2010 who reckon at least five years' service in a substantive capacity in the grade and who possess a Certificate in Industrial Relations or a Diploma/Degree with a component in Industrial Relations.

AND

B. officers in the grade of Labour and Industrial Relations Officer who reckon at least five years' service in a substantive capacity in the grade and who possess a Diploma in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

Duties:

1. To assist in the training of Labour and Industrial Relations Officers.
2. To supervise and co-ordinate the work of officers under his responsibility.
3. To inspect places of employment so as to ensure compliance with statutory orders and provisions of labour legislations.
4. To carry out investigations into labour complaints and conditions of employment and to assist in the settlement of grievances.
5. To deal with and to promote the settlement of labour disputes through conciliation and mediation.
6. To give advice and information to workers and employers on the provisions of labour legislations in general.
7. To process reports submitted by Labour and Industrial Relations Officers working under his responsibility.

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[Signature]
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... **03 JUN 2011**

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-2-

8. To collect and compile statistical information, whenever required.
9. To carry out workers' education programmes.
10. To perform prosecution duties.
11. To deal with International Labour Organisation (ILO) matters.
12. To supervise and process workfare programme cases.
13. To use ICT in the performance of his duties.
14. 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 Senior Labour and Industrial Relations Officers in the roles ascribed to them.



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*for Senior Chief Executive
Ministry of Civil Service and
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