



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

- Department: Pay Research Bureau
- Post: Job Analyst's Assistant
- Salary: Rs 17,270 x 600 - 21,470 (ADM 4)
- Effective Date: 20 January 2000
- Qualifications: By selection, from among Survey Officers reckoning at least four years' service in a substantive capacity in the grade.
- Duties:
1. To assist in the conduct of research in matters related to pay and perquisites and conditions of employment.
  2. To evaluate the effectiveness of remuneration practices and other schemes in operation.
  3. To prepare questionnaires and conduct surveys and to prepare technical reports on related matters.
  4. To study the organisational structure of Government Departments/Parastatal and other Statutory Bodies/Local Authorities and the background information relating thereto.
  5. To assist in the training of newly recruited officers in job evaluation techniques.
  6. To assist in evolving job evaluation schemes.
  7. To sit on job evaluation panels as assessors with a view to determining the relative worth of jobs.
  8. To carry out, as directed, assignments in organisations with a view to determining appropriate structures, relativities and emoluments.
  9. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

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for Permanent Secretary

20 JAN 2000

Date.....

