

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

- Ministry:** Prime Minister's Office (Independent Police Complaints Commission)
- Post:** Office Attendant (Ex-SMEDA)
- Salary:** Rs 11,970 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 20,050 (24 019 045) (Personal)
- Effective Date:** 25 March 2019
- Qualifications:** By appointment of the Office Attendant on the establishment of the former Small and Medium Enterprises Development Authority who has been redeployed to the Prime Minister's Office (Independent Police Complaints Commission).
- Duties:**
1. To assist the Head Office Auxiliary in the performance of his duties.
 2. To plan, organise, supervise and control the work of employees under his responsibility where no Head Office Auxiliary is posted and to report to his immediate supervisor any problem or difficulty noted.
 3. To collect keys and deposit same from/to Police Station/Police Post.
 4. To open and close offices.
 5. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
 6. To usher in/guide visitors and maintain a record of such visits, if so required.
 7. To clean premises and to maintain the physical environment at a good standard.
 8. To ensure that all switches/lights are turned off before leaving office.
 9. To operate a telephone switchboard/PABX console, as and when required.
 10. To operate office equipment such as duplicating, photocopying and fax machines.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Supervising Officer
Ministry of Civil Service and
Administrative Reforms

25 March 2019

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11. To attend to calls.
12. To be in attendance at the reception counter, as and when required.
13. To assist in the arrangement of furniture and equipment within office premises.
14. To perform simple binding duties.
15. 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 Office Attendant (Ex-SMEDA) in the roles ascribed to him.



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