

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

**Ministry:** Finance  
**Department:** Registrar-General  
**Post:** Copyist and Check Clerk  
**Salary:** Rs 4,435 x 110 - 4,875 x 125 - 5,375 x 150 - 6,425 x 175 - 6,950 x 205 - 7,770 x 300 - 9,570 (RIA 4)  
**Effective Date:** 15 November 2000

**Qualifications:** A. A Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in five subjects and with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A certificate in typewriting at a speed of at least 30 words per minute from a recognised institution.

A certificate in word processing from a recognised institution will be an advantage.

- Duties:**
1. To type and collate mortgage certificates.
  2. To prepare and deliver photocopied extracts from the transcription and inscription registers.
  3. To recopy transcription and inscription registers, repertories and indexes.
  4. To copy extracts from mortgage registers.
  5. To help collating deeds deposited for transcription.
  6. To handle electronic equipment as and when required.
  7. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

*m. l.*

for Permanent Secretary

15 NOV 2000

Date.....

