

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

- Ministry:** Housing and Lands
- Post:** Principal Technical Design Officer
- Salary:** Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 46,775 (26 56 71)
- Effective Date:** 24 December 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Technical Design Officer who reckon at least three years' service in a substantive capacity in the grade and who possess good supervisory and training skills.
- Role and Responsibilities:** To be responsible for providing specialised cartographic and design drawings to the Planning Division.
- Duties:**
1. To assist the Chief Technical Design Officer in the performance of his day-to-day duties.
  2. To supervise and co-ordinate the work of Senior Technical Design Officers.
  3. To be responsible for the training of Trainee Technical Design Officers.
  4. To be responsible for the timely completion of all Drawings and Planning projects assigned by Town and Country Planning Officers.
  5. To verify all final Plans and Drawings produced by the drawing office staff and to report thereon to the Chief Technical Design Officer.
  6. To ensure that the Map Register is up-to-date.
  7. To carry out site surveys and field work, as and when required.
  8. To perform IT-related duties including the use of AutoCAD software and graphic design software.
  9. To use ICT in the performance of his duties.
  10. 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 Principal Technical Design Officer in the roles ascribed to him.



**CERTIFIED CORRECT**

*for Senior Chief Executive  
Ministry of Civil Service Affairs*

**24 December 2014**

Date.....