

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

**Ministry:** Technology, Communication and Innovation (Central Information Systems Division)

**Post:** Technical Assistant (Ex-SMEDA)

**Salary:** Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,950 (04 030 061) (Personal)

**Effective Date:** 29 April 2019

**Qualifications:** By appointment of the Technical Assistant on the establishment of the former Small and Medium Enterprises Development Authority (Ex-SMEDA) who has been redeployed to the Ministry of Technology, Communication and Innovation (Central Information Systems Division).

- Duties:**
1. To assist the Computer Support Officer/Senior Computer Support Officer (on roster) in the performance of the following duties –
    - (i) performing computer operations and support activities;
    - (ii) operating computer systems, performing backups and keeping records thereof;
    - (iii) complying with security measures to computer systems;
    - (iv) commissioning of ICT equipment;
    - (v) carrying out survey/audit of the ICT equipment and keeping records thereof; and
    - (vi) troubleshooting computer hardware and software, as and when required.
  2. To use ICT in the performance of his duties.
  3. 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 Technical Assistant (Ex-SMEDA) in the roles ascribed to him.



CERTIFIED CORRECT

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*D. Gowry*  
D. Gowry (Mrs)  
for Secretary for Public Service

29 April 2019  
Date.....