

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

Department: Public and Police Service Commissions

Post: Assistant Secretary, *PSC + DPSS*

Salary: Rs 13,600 x 400 - 14,000 x 500 - 15,500 (GSE 16)
~~Rs 9,300 x 300 - 10,200 (GSE 14)~~

Effective Date: 17th November, 1992

Qualifications: By selection from among Administrative Officers, Officers of the Establishment Cadre not below the rank of Senior Establishment Officer, and the Clerk of the Public and Police Service Commissions, holding a substantive appointment.

A sound knowledge of recruitment, promotion and disciplinary procedures is essential.

Duties:

1. To be responsible to the Secretary of the Commission for the efficient discharge of all administrative and establishment functions of the Public and Police Service Commissions and to advise on all matters within their jurisdiction.
2. To liaise with Ministries and obtain information required by the Commissions.
3. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

[Handwritten Signature]

for Permanent Secretary

17 NOV 1992

Date