

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

- Department:** Public Service Commission and Disciplined Forces Service Commission
- Post:** Registrar, Public Service Commission and Disciplined Forces Service Commission
- Salary:** Rs 28,625 x 775 - 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375
(08 058 074)
- Effective Date:** 13 September 2019
- Qualifications:**
- A. By selection from among officers who hold a substantive appointment in the grades of –
- (i) Office Management Assistant who reckon at least six years' service in the grade or an aggregate of at least six years' service in the grade of Office Management Assistant and the former grades of Senior Officer and/or Executive Officer;
 - (ii) Higher Executive Officer; and
 - (iii) Office Supervisor.
- B. Candidates should –
- (i) have thorough knowledge of policies, rules and regulations governing the Public Service including all the aspects of work procedures;
 - (ii) have wide experience in registry work and knowledge of Information Technology;
 - (iii) be able to control and monitor the operations of the computerised information system and e-Registry system;
 - (iv) possess good interpersonal and communication skills;
 - (v) possess good organising, supervisory and problem-solving skills;

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CERTIFIED CORRECT



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D. Gowry (Mrs)
for Secretary for Public Service

13 September 2019

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-2-

- (vi) have qualities such as trustworthiness, discretion, maturity and initiatives; and
- (vii) be able to meet tight deadlines.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To be responsible to the Secretary, Public Service Commission and Disciplined Forces Service Commission or to an officer designated by him for the efficient and effective management of the Registry, Typing Pool and any other section under his responsibility.

Duties:

1. To be responsible for the day-to-day administration and smooth running of the Registry and other sections as may be designated.
2. To take charge of the computerised system of the Registry and to assist in the operation of the information system of the Office.
3. To maintain updated records of all policies, circulars, rulings and PBAT/Supreme Court cases.
4. To supervise, guide and train staff under his responsibility.
5. To use ICT in the performance of his duties.
6. 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 Registrar, Public Service Commission and Disciplined Forces Service Commission in the roles ascribed to him.

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