

SUGAR INSURANCE FUND BOARD

SCHEME OF SERVICE

<u>Organisation:</u>	Sugar Insurance Fund Board
<u>Post:</u>	Technical Design Officer
<u>Salary PRB 2026:</u>	Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400(SIFB 11)

Qualifications:

By selection from among candidates who –

- (i) possess a Cambridge Higher School Certificate with a pass at “Principal Level” in Geometrical and Mechanical Drawing or Design and Technology (Communication) or Design and Technology obtained on one certificate or Passes in at least two subjects including Geometrical and Mechanical Drawing or Design and Technology (Communication) or Design and Technology obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board.
- (ii) have knowledge of Computer Aided Design (CAD) or Geographical Information System (GIS) Software.
- (iii) possess analytical and communication skills; and
- (iv) are computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

To be responsible to the Principal Technical Design Officer

1. through the Senior Draughtsman for:
 - (a) making and digitizing of plans from data collected by survey and inspectorate staff and original drawings.
 - (b) filing, indexing and storage of plans, drawings and other related documents,
 - (c) maintaining up-to-date plot lists and inspection plans; and
 - (d) safe keeping of all drawing equipment and instruments in the Drawing Office.
2. To perform IT related duties including the use of Computer Aided Design (CAD) software and Geographic Information System (GIS).
3. To use ICT in the performance of his duties.
4. 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 Design Officer in the role ascribed to him.

