

SCHEDULE 2/B

Protocol for creation of MoG, SG and positions in Position Directory

1. Agency as per the JD format, shall submit the proposal to RCSC.
2. HRMD shall do the following:
 - Ensure there is no duplication of positions, MoG and SG compared to existing Position Directory;
 - Ensure the new positions fit into the existing MoG and SG to the extent possible;
 - Submit to Commission for approval of JD for each new position, as per Position Directory format including the Position Title, Position level, Qualification required, MoG, SG and career progression;
 - Update the change in CSIS; and
 - Submit the list of existing civil servants whose Position Title needs to be changed/updated and relevant RCSC/Agency HRO updates the new Position Title as per the delegation of authority.