SCHEME OF SERVICE SPECIFICATED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry:  Agro-Industry and Food Security (National Parks and Conservation Service)
Post:  Deputy Director, National Parks and Conservation Service
Salary:  Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (19 70 83)
Effective Date:  19 May 2014
Qualifications:  By promotion, on the basis of experience and merit, of an officer in the grade of Senior Scientific Officer (Conservation) who reckons at least four years' service in a substantive capacity in the grade and who –
(i)  has managerial and leadership capabilities;
(ii)  possesses good communication skills; and
(iii)  has the ability to interact with people at all levels.
Role and Responsibilities:  To assist in the implementation of programs and policies related to Native Terrestrial Biodiversity Conservation and in the effective and efficient management of the National Parks and Conservation Service.
Duties:  1. To deputise for the Director, National Parks and Conservation Service, as and when required.
2. To assist the Director, National Parks and Conservation Service in –
   (i)  the general administration and management of the National Parks and Conservation Service;
   (ii)  all matters relating to the in-situ and ex-situ conservation of endemic fauna and flora;
   (iii)  the management of reserves/parks;
   (iv)  matters of human resources and capacity building of the National Parks and Conservation Service including training of staff;
   (v)  identifying and developing conservation projects and providing advice on the formulation of policies and legislation relating to wildlife conservation and reserves/parks management; and

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
19 May 2014

Date........................................
(vi) the implementation of International Conventions and Agreements.

3. To supervise the preparation of conservation education and public awareness programmes and preparation of annual reports.

4. To assist in the implementation of the Performance Management System in the National Parks and Conservation Service.

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 Deputy Director, National Parks and Conservation Service in the roles ascribed to him.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
19 May 2014
Date: ___________________________