Ministry/Department: Executive Class

Post: Higher Executive Officer
Salary: Rs 1,185 x 45 - 1,500 (EJC 2)
Effective Date: 14th October, 1976
Qualifications: By promotion of officers from the grade of Executive Officer on the basis of experience and merit.

Duties:

1. To perform, in accordance generally with administrative regulations or an established code of administrative practice:—

   (a) duties requiring an adequate knowledge of specialised functions (including establishment and finance) and the application of a significant measure of judgement and initiative;

   (b) duties requiring:—

      (i) a good understanding of policies and the conduct of business of a Ministry or Department; and

      (ii) an ability to effectively serve the policy-making process, and in particular, interpret policy directives and implement them with a measure of final responsibility;

   Or

   (c) any general executive duties that may be conveniently grouped within a Ministry or Department, or which constitute a special function of a Ministry or Department; and, in every instance, to finally determine some matters in the exercise of discretionary powers.

2. To perform other cognate duties.