

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


- Ministry:** Agro-Industry and Food Security
- Post:** Higher Executive Officer (Ex-Tea Board)
- Salary:** Rs 22,575 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350
(08 050 069) (Personal)
- Effective Date:** 02 April 2019
- Qualifications:** By appointment of the Higher Executive Officer on the establishment of the former Tea Board who has been redeployed to the Ministry of Agro-Industry and Food Security.
- Duties:**
1. To perform the following 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 judgment 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 use ICT in the performance of his duties.
3. 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 Higher Executive Officer (Ex-Tea Board) in the roles ascribed to him.



CERTIFIED CORRECT


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D. Gowry (Mrs)
for Supervising Officer
Ministry of Civil Service and
Administrative Reforms

02 April 2019
Date.....