

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

- Ministry:** Education and Scientific Research
- Post:** Secretary, National Accreditation and Equivalence Council
- Salary:** Rs 22,400 x 800 – 28,000 x 1000 – 34,000 (06 57 70)
- Effective date:** 03 November 2004
- Qualifications:**
- A. By selection from among serving officers who possess:-
- (i) a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (iii) a Master’s degree in education or management or administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (iv) at least five years’ teaching and administrative experience in the educational field.
- B. Candidates should also have -
- (i) a critical and analytical mind;
 - (ii) good communication and interpersonal skills and an ability to express views clearly and concisely;
 - (iii) a high degree of maturity in evaluating matters referred to the Council; and
 - (iv) a high sense of integrity.

Candidates should produce written evidence of experience claimed.

- Duties:**
1. To be responsible for the implementation of the decisions of the Council and for its day-to-day administration.
 2. To assist the Council in implementing its policy.

CERTIFIED CORRECT

R. Ravi

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for Senior Chief Executive
Ministry of Civil Service Affairs and
Administrative Reforms

Date..... 03 NOV 2004



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3. To assist the Council in its functions as laid down in the National Accreditation and Equivalence Council Act, which consist among others of:
 - (i) deciding on the recognition and equivalence of certificates awarded by recognised institutions;
 - (ii) defining the criteria for determining the equivalence and comparability of courses offered or certificates awarded by overseas educational institutions; and
 - (iii) keeping a record of all the Council's findings regarding recognition and equivalence of qualifications for consistency in decision making.
4. To assist the Council also in the following duties -
 - (i) tracking down of bogus qualifications;
 - (ii) providing information on:
 - (a) the status of institutions, whether bona fide or not; and
 - (b) the standard/validity of courses;
 - (iii) advising, as and when required, on appropriate 'qualification' requirements to be specified in schemes of service;
 - (iv) advising the Public Service Commission, the Local Government Service Commission, other bodies and members of the public on matters pertaining to qualifications and equivalence; and
 - (v) advising the Ministry on matters pertaining to education in the context of the signature of any protocol agreement with other countries.
5. To deal with UNESCO and such other international bodies and agencies as regards regional and international conventions on recognition of studies/qualifications.
6. To attend every meeting of the Council.
7. To perform such cognate duties as may be assigned.

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