

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

S 2400351

Division:

District Administration, Rodrigues

Post:

Restyled Higher Executive Officer (Rodrigues)
~~Higher Executive Assistant~~
C/O 2004

Salary:

Rs 1,185 x 45 - 1,500 (EXC 7)
Rs. 5000 x 150 - 5600 x 200 - 6200 (G.S.E 5)

Effective date:

31st August, 1984

Qualifications:

By promotion on the basis of experience and merit of Executive Assistants who have served at least two years in the grade.

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 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.
 - (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 such cognate duties as may be assigned.