

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

- Ministry:** Education and Scientific Research
- Post:** Administrator (Education)
- Salary:** Rs 28,000 x 1000 – 34,000 (06 64 70)
- Effective Date:** 21 June 2005
- Qualifications:**
- A. By selection from among officers holding a substantive appointment in the grades of:
    - (a) Rector;
    - (b) Senior Education Officer (Administration);
    - (c) Deputy Rector; and
    - (d) Dean.
  - B. Candidates should also possess:
    - (a) knowledge of Government educational policies in all the different sectors;
    - (b) managerial and organising abilities; and
    - (c) ability to guide on educational policies and programmes to be implemented both at regional and school levels.
- Duties:**
- 1. In co-operation with the Directors, to be responsible for -
    - (a) giving advice on matters of educational principles and practice at all levels and for promoting, supervising and administering educational programmes and projects; and
    - (b) the implementation of policies and decisions for effective school management.
  - 2. To work in close collaboration with heads of schools for the proper and effective management of schools.
  - 3. To ensure optimum utilisation of human, material and financial resources in schools.

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**CERTIFIED CORRECT**

*Jayudithy*

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

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4. To ensure that the pedagogical, physical and infrastructural needs of schools are met.
5. To carry out such surveys, as directed.
6. To advise on the use and promotion of educational technology including Information and Communication Technology (ICT) to enhance the quality of education.
7. To be responsible for educational planning and training programmes.
8. To perform such cognate duties as may be assigned.



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*for Senior Chief Executive  
Ministry of Civil Service Affairs and  
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