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

Department: Pay Research Bureau

Post: Director

Salary: Rs 110,000 (02 00 96)

Effective Date: 6 May 2011

Qualifications: By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Deputy Director and who –

- (a) are fully conversant with all aspects of salary and pay grading structures and conditions of service in the public sector;
- (b) have a high sense of responsibility and integrity; and
- (c) are capable of leading and motivating a team of officers.

Role and Responsibilities: To be responsible for the formulation of policies and strategies in line with the goals and objectives of the Pay Research Bureau.

- Duties:**
- 1. To be responsible for the overall and efficient management of the Bureau and to be accountable for its main programme – Public Sector Compensation and HRM Policy and Strategy.
 - 2. To advise on the formulation of appropriate policies for pay and conditions of service in the public service.
 - 3. To advise on the formulation of appropriate organisational structures.
 - 4. To keep under continuous review the pay and grading structures and conditions of service in the public sector and make recommendations as appropriate.
 - 5. To ensure the implementation of the Performance Management System and any other reform initiatives.
 - 6. To use ICT in the performance of his duties.
 - 7. 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 Director in the roles ascribed to him.



CERTIFIED CORRECT

A. K. R. S. Y.

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

06 MAY 2011
Date.....