

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

Department: Local Government Service Commission
Post: Handy Worker
Salary: Rs 9,450 x 225 – 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,175 (24 10 35)
Effective Date: 08 September 2014
Qualifications: By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.

NOTE 1

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

NOTE 2

For the first intake, by appointment of an employee in the grade of Gateman on the permanent and pensionable establishment of the Local Government Service Commission who has opted for the revised emoluments and terms and conditions set out in the Pay Research Bureau Reports 2008 and 2013 and who opts to join the grade of Handy Worker.

Duties:

1. To open and close gate, control entry traffic and ensure security at the gate.
2. To keep a register of visitors and vehicles entering and leaving the premises.
3. To issue application forms to members of the public.
4. To provide general assistance to officers of the Postal Unit.
5. To open and close store premises under the supervision of an officer of the Procurement and Supply Cadre.
6. To load, unload and move stores items, furniture, equipment and other materials.
7. To attend to and direct visitors.

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CERTIFIED CORRECT

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

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8. To perform the following duties, as and when required –
- (i) to clean, among others, offices, stores, toilets, drains, gutters and maintain the physical environment at a good standard;
 - (ii) to be in attendance at the reception counter of the Commission;
 - (iii) to collect and despatch correspondence;
 - (iv) to destroy and dispose of waste materials;
 - (v) to accompany officers in government vehicles;
 - (vi) to wash curtains, household linen and kitchen utensils;
 - (vii) to clean electrical appliances;
 - (viii) to prepare tea; and
 - (ix) to perform simple gardening duties, as and when required.
9. 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 Handy Worker in the roles ascribed to him.



CERTIFIED CORRECT

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

08 September 2014

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