Department: Civil Aviation

Post: Driver (on shift)

Salary: Rs 4,765 x 110 - 4,875 x 125 - 5,375 x 150 - 6,425 x 175 - 6,950 x 205 - 7,770 x 300 - 8,070 (WM 34)

Effective Date: 8 June 1999

Qualifications: By selection from candidates who:-

(i) possess the Certificate of Primary Education;

(ii) possess a valid driving licence to drive cars, vans and lorries up to 5 tons;

(iii) have a basic knowledge of mechanics and simple vehicle maintenance; and

(iv) have a good eyesight.

Note:

Candidates will be required to:

(a) undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their eyesight; and

(b) obtain a service driving licence.

Duties:

1. To drive Government vehicles for conveyance of staff, materials and equipment of the Department.
2. To carry out simple maintenance tasks including:

(a) checking of radiator and filling up with water if necessary;
(b) checking of engine oil-pump and topping up if necessary;
(c) testing and cleaning fuel pump and carburettor;
(d) checking brake and clutch, master cylinders and topping up if necessary;
(e) checking wheel nuts for wheel tightness including spare wheel;
(f) reporting any defect to responsible officer;
(g) cleaning and preventive servicing of the vehicle under his responsibility;
(h) topping up of battery; and
(i) keeping fuel lines free of dirt and water.

3. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures etc. in the event of breakdown on the road.

4. To help, whenever required, the mechanics when the vehicle under his charge is under repairs.

5. To keep a log book.

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for Permanent Secretary

8 JUN 1999
6. To perform messengerial duties such as running official errands, despatch of correspondence and distribution of files and documents as and when required.

7. To perform such cognate duties as may be assigned.

Note:

(i) Drivers (on shift) will be required to work on a shift system covering a 24-hour service including Sundays, Public Holidays and officially declared cyclone days.

(ii) Drivers (on shift) should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver for his vehicle.