Ministry: Prime Minister’s Office
Post: Storeman (Stores Attendant)
Salary: Rs 2,400 x 75 – 2,700 x 100 – 3,700 (MGG 2)
Effective Date: 13 May, 1997
Qualifications: By selection from among Labourers on the permanent and pensionable establishment who

(a) possess the Certificate of Primary Education;

(b) have a good knowledge of store duties and are familiar with common items of stores.

NOTE 1:
Candidates not possessing the Certificate of Primary Education may be considered if they show proof of being literate.

NOTE 2:
For the first intake, priority of consideration will be given to ex-CHA employees provided they possess the qualifications mentioned above.

1. To be responsible for:

(a) opening and closing of stores apertures as required;

(b) cleaning of the store premises;

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[Signature]
for Permanent Secretary

13 MAY 1997
(c) collecting, loading, unloading and conveying of stores items;

(d) opening packages, crates, cases etc;

(e) handling of all store items as required;

(f) removing all packing materials, empty crates etc. to appropriate places for their eventual disposal;

(g) packing of store items as required;

(h) washing, cleaning and stowing of empties;

(i) placing and arranging items of stores on shelves and maintaining them clean and in order;

(j) collecting and despatching of stores correspondence as required;

(k) assisting in any work of similar nature e.g. in inventories and surveys.

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