Timekeeper, Transport Division

\[
\begin{align*}
\text{Rs.} & \quad 425 \times 125 = 53125 \\
\text{Rs.} & \quad 600 \times 150 = 90000 \\
\text{Rs.} & \quad 620 \times 200 = 124000 \\
\text{Total (GSC 6)} & \quad 267125
\end{align*}
\]

19th July, 1976

A. As a minimum the Cambridge School Certificate with passes in French and Mathematics or an alternative qualification acceptable to the Public Service Commission.

B. Ability to take charge of labour.

Knowledge of spare parts and maintenance of vehicles will be an advantage.

1. To assist the Officer in charge, Transport Division, Ministry of Health.

2. To record the attendance of staff of the Transport Division; to prepare pay sheets; to maintain records of sick leave, local leave and absences; to prepare bills of overtime and refund of travelling expenses.

3. To be responsible for all clerical work (recording and filing).

4. To be responsible for all stores transactions (indenting, receiving and issuing) and to see that all stores are properly stored.

5. To ensure that the maintenance of vehicles is carried out.

6. To perform other cognate duties.