Ministry: Housing, Lands and Town and Country Planning

Post: Housing Attendant

Salary: Rs 2,800 x 100 - 4,000 x 125 - 4,250 (HGG 10)

Effective Date: 22 February, 1996

Qualifications: Candidates should possess the Certificate of Primary Education.

Note: For the first intake, priority of consideration will be given to persons who are performing the duties of the post.

Duties:

1. To be responsible for:
   
   (a) opening and closing of offices;
   
   (b) cleaning premises;
   
   (c) watching premises during business hours;
   
   (d) running official errands, including the despatch of correspondence, forms and materials and the distribution of files and documents;
   
   (e) operating a telephone switchboard:

/2.

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for Permanent Secretary

22 FEB 1996
SCHEME OF SERVICE SPECIFIED UNDER REGULATION 13 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

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(f) answering calls or bells; and

g) operating the duplicating/
photocopying machines.

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

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for Permanent Secretary

2 2 FEB 1996

Date.................................