

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

- Ministry:** Agro-Industry and Food Security
- Post:** Panel Beater
- Salary:** Rs 13,010 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 23,975 (25 023 052)
- Effective Date:** 5 July 2016
- Qualifications:** By promotion, on the basis of experience and merit, of employees who hold a substantive appointment in the grade of Tradesman's Assistant in the Ministry and who have passed the appropriate trade test.
- Duties:**
1. To carry out necessary measurements and calculations of the trade in accordance with technical specifications.
 2. To prepare –
 - (i) body/surface of vehicle, plant and equipment for the application of the appropriate putty and printing materials; and
 - (ii) estimates in regard to types and quantities of materials required for specific panel beating works.
 3. To identify all appropriate materials for preparing the surface prior to application of paint.
 4. To remove motor vehicles body parts such as seats and dashboards and evaluate the extent of the body works to be effected.
 5. To dismantle motor vehicles body parts such as exhaust pipes, exhaust box, silencers, bonnets, doors, side panels, grilles and any other parts of vehicles, plant and equipment and to repair and shape to original form and re-assemble.
 6. To remove, repair and re-assemble locks, window mechanism, spare wheel mechanism on vehicles, plant and equipment, filing cabinets, drawers and doors.

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[Signature]

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

5 July 2016

Date.....

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7. To cut, shape and manufacture simple parts/boxes from appropriate materials and dimensions.
8. To prepare/polish the treated surface of vehicles, plant and equipment to receive the appropriate painting/finish materials.
9. To undertake all types of repair and maintenance work related to panel beating.
10. To ensure that –
 - (i) all operations regarding the use of tools and equipment are carried out within safe workshop practices;
 - (ii) all works undertaken are of good quality and as per instructions; and
 - (iii) all tools, equipment and accessories used are kept in good working condition.
11. To train and guide Tradesman's Assistants engaged in the same trade and other workers under his supervision.
12. 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 Panel Beater in the roles ascribed to him.



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

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