

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Arts and Culture

Post: Driver (on roster)

Salary: Rs 4,545 x 110 -4,875 x 125 -5,375 x 150 - 6,425 x 175 - 6,950 x 205
- 7,565 (WM 27)

Effective Date: 7 February 2000

Qualifications: By selection from among employees on the permanent and pensionable establishment who:-

- (i) possess the Certificate of Primary Education;
- (ii) possess a valid driving licence to drive cars or vans or minibuses or lorries up to five tons;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have a good eyesight.

Note 1

Priority of consideration will be given to Drivers and other employees on the permanent and pensionable establishment of the Ministry who possess the qualifications mentioned above.

Note 2

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

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for Permanent Secretary

07 FEB 2000

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Note 3

Selected candidates will be required to:-


- (i) undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their eyesight; and
- (ii) obtain a service driving licence.

Duties:

- 1. To drive Government vehicles for the conveyance of staff, officials, materials and equipment in connection with the activities of the Ministry.
- 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;

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- (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 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.
 6. To help in loading and unloading vehicles as and when required.
 7. To perform messengerial duties such as:-
 - (a) running errands;
 - (b) despatch of correspondence;
 - (c) distribution of files and documents as and when required;
 - (d) photocopying of documents, press cuttings, circulars and other papers; and

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(e) attending the reception counter, directing visitors and
keeping Visitor's Book.

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

Note 1

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

Note 2

Drivers (on roster) will be required to work according to a plan
specifying the commencing times and finishing times of turns of duty
which include night duty or not.

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