

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

Ministry: Arts and Culture
Post: Driver
Salary: Rs 3,100 x 100 - 4,000 x 125 -
5,000 x 150 - 5,150 (MGG 29)
Effective Date: 1 October, 1997
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 5
tons;
(iii) have a basic knowledge of
mechanics and simple vehicle
maintenance; and
(iv) have a good eyesight.

NOTE 1

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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NOTE 2

Selected candidates will be required to

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

Duties:

- 1. To drive Government vehicles for the conveyance of staff and 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;

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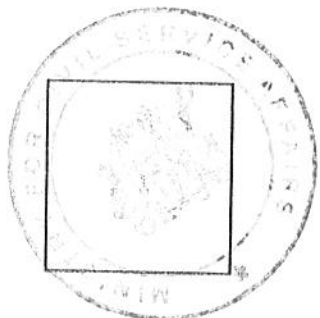
- (d) checking brake and clutch, master cylinders and topping up if necessary;
 - (e) checking wheel nuts for wheel tightness including spare wheel;
 - (f) reporting any defect to responsible officer;
 - (g) cleaning and preventive servicing of the vehicle under his responsibility;
 - (h) topping up 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 keep a log book.
5. To perform messengerial duties such as:
- (a) running errands;
 - (b) despatch of correspondence;

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- (c) distribution of files and documents as and when required.
 - (d) photocopying of documents, press cuttings, circulars and other papers;
 - (e) attending the reception counter, directing visitors and keeping visitor's Book.
6. To perform such cognate duties as may be assigned.

NOTE:

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

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