

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

**Department:** Civil Aviation

**Post:** Driver (on shift)

**Salary:** Rs 16,265 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 –  
22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 29,875 (24 028 061)

**Effective Date:** 25 November 2022

**Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who –

- (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate;
- (ii) possess a valid driving licence (manual gear) 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.

**NOTE 2**

Selected candidates will be required to –

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

**Duties:** 1. To drive Government vehicles for conveyance of staff, authorised persons, materials and equipment in connection with the activities of the Department.

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**CERTIFIED CORRECT**

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**N. Auchoybur (Mrs)**  
*for Secretary for Public Service*

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2. To carry out simple checks/maintenance tasks including –
  - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
  - (b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
  - (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
  - (d) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
  - (e) monitoring mileage run/period vehicle is used and informing the officer in charge of transport when servicing is due;
  - (f) washing and cleaning the vehicle's body and interiors;
  - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
  - (h) checking of battery electrolyte level and topping up, as and when necessary; and
  - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect observed to the officer in charge of transport and take the vehicle to workshop for repair/servicing, as instructed by the latter.
4. 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.
5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.

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6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
7. To perform messengerial duties such as running official errands, despatch of correspondence and distribution of files and documents, as and when required.
8. 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 Driver (on shift) in the roles ascribed to him.

**Note**

1. Drivers (on shift) will be required to work on a shift system covering a 24-hour service including Saturdays, Sundays, Public Holidays and during cyclonic periods and natural calamities.
2. Drivers (on shift) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

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