

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

Department: Civil Aviation

Post: Toolskeeper

Salary: Rs 2,550 x 75 - 2,700 x 100 - 4,000 (MGG 5)

Effective Date: 27 March, 1995

Qualifications: By selection from among employees of the Department who:

- (a) reckon at least five years service on the Permanent and Pensionable Establishment;
- (b) possess the Certificate of Primary Education;
- (c) have a good knowledge of common items of tools in use in all stores of the Department;
- (d) have a knowledge of simple stores procedures.

Note 1:

Candidates not possessing the qualifications at (b) above may also be considered if they show proof of being literate.

Note 2:

In the absence of suitable candidates from the Department of Civil Aviation, consideration will be given to qualified serving employees in other Ministries/Departments in the grades of Storeman and Labourer who possess the qualifications laid down at a, b, c and d above.

Duties:

1. To be in charge of the toolstore of a workshop.
2. To issue tools as and when required to maintenance staff and to keep a record of such issues.
3. To ensure that tools issued are returned in good conditions to the store after use and to record such returns.
4. To carry out regular inventory of tools and equipment kept in the store and communicate to Head of Section all cases of disappearance and shortages and advise on unserviceable items requiring repair or serving or disposal.

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CERTIFIED CORRECT

M. P.

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for Secretary for Public Service Affairs

Date..... 27 MAR 1995



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5. To clean store and ensure proper maintenance of tools.
6. To take on charge new items of tools and equipment purchased.
7. To perform such other cognate duties as may be assigned.



CERTIFIED CORRECT

M. Q.
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for Secretary for Public Service Affairs

Date.....27 MAR 1995.....