

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

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Ministry: Public Infrastructure and Land Transport (Public Infrastructure Division)
Post: Director (Mechanical Engineering)
Salary: Rs 95,000 (26 00 94)
Effective Date: 9 July 2015
Qualifications: By promotion, on the basis of experience and merit, of an officer who holds a substantive appointment in the grade of Deputy Director (Mechanical Engineering) and who –

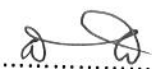
- (i) possesses excellent leadership and managerial skills and good administrative abilities; and
- (ii) has a wide knowledge of the latest trends in the field of mechanical engineering.

Role and Responsibilities: To ensure compliance with good engineering practices and standards in the maintenance and repair of Government vehicles, plants and equipment.

- Duties:**
1. To be responsible for the effective and efficient management of the Mechanical Engineering Section.
 2. To advise on all matters, including policy, related to mechanical engineering and motor vehicles technology.
 3. To be responsible for the monitoring of mechanical works and the maintenance and repairs of vehicles, plants and equipment of Ministries/Departments, and to ensure that maintenance and repairs are done in a cost effective manner.
 4. To prepare budget estimates for the Section and ensure that expenditure is properly monitored.
 5. To devise and ensure the implementation of training programmes for the staff of the Section.
 6. To advise other Ministries/Departments on the preparation of specifications and bidding documents and participate in the evaluation of bids.
 7. To attend meetings and committees, as and when required.
 8. To use ICT in the performance of his duties.
 9. 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 Director (Mechanical Engineering) in the roles ascribed to him.



CERTIFIED CORRECT


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

9 July 2015

Date.....