

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

- Ministry:** Education and Human Resources
- Post:** Senior Laboratory Attendant
- Salary:** Rs 12,900 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 20,800 (24 31 47)
- Effective Date:** 27 May 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Laboratory Attendant who reckon at least five years' service in a substantive capacity in the grade.
- Duties:**
1. To be responsible to the Head of College/School for –
    - (a) the organisation of work, supervision, control and training of Laboratory Attendants posted to his section;
    - (b) general cleanliness of laboratories;
    - (c) the maintenance (including simple repairs) and security of laboratory equipment;
    - (d) ensuring that all laboratory equipment and apparatus are kept clean and in good condition;
    - (e) ensuring that there is an adequate supply of gas and water and that all fixtures for gas, water and electricity in the laboratories and in demonstration rooms are in good working conditions;
    - (f) helping Examiners in the preparation of laboratories for practical examinations; and
    - (g) keeping simple records in connection with petty expenses, equipment and chemicals to be ordered, materials given on loan to other departments, etc.
  2. To perform the duties of Laboratory Attendant as and when required.
  3. 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 Senior Laboratory Attendants in the roles ascribed to them.



**CERTIFIED CORRECT**

*[Signature]*  
 .....  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms

27 MAY 2011

Date.....