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

Ministry: Information and Telecommunications

Post: Storeman

Salary: Rs 2,400 x 75 - 2,700 x 100 - 3,700 (MGG 2)

Effective Date: 27 May, 1996

Qualifications: By selection from among Labourers on the permanent and pensionable establishment of the Ministry who:-

- (a) possess the Certificate of Primary Education; and
- (b) have a good knowledge of store duties and are familiar with common items of stores in use in all sections of the Ministry.

NOTE:

In the absence of candidates possessing the qualification at (a) above, consideration will be given to candidates who show proof of being literate.

Duties:

- 1. To be responsible for :-
 - (a) cleaning the store premises;
 - (b) collecting, loading, unloading and conveying items of stores;
 - (c) opening packages, crates, cases, etc.;
 - (d) handling and storage of stores received;

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CERTIFIED CORRECT


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for Permanent Secretary

27 MAY 1996
Date.....



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- (e) removing all packing materials, empty crates etc. to appropriate places of their eventual disposal;
 - (f) placing and arranging items of stores on shelves and maintaining them clean and in good order;
 - (g) collecting and despatching store correspondence as required; and
 - (h) assisting in any work of similar nature, e.g inventories and surveys.
2. To perform such cognate duties as may be assigned.

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