

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

41/220  
GSC 2

Ministry: Health

Post: Gatekeeper ✓

Salary: ~~Rs 290 x 10 - 300 G.B. 330 x 15 - 420 x 20 - 540 (TEL 2)~~  
Rs 2900 x 100 - 4000 x 125 - 4875 (GSC 2)

Effective Date: 24th July, 1979

Qualifications:

- A. Primary School Leaving Certificate or an alternative qualification acceptable to the Public Service Commission.
- B. Ability to speak and write simple English and French.
- C. Good personality.

NOTE:

Preference will be given to candidates who show proof of having sat for the Cambridge School Certificate.

Duties:

1. To be responsible to the Hospital Administrator/Head of the Institution for:
  - (a) controlling access to and exit from the premises;
  - (b) opening and closing of gates whenever necessary;
  - (c) keeping a register and recording therein the time of arrival and departure of staff;
  - (d) recording the registration number and time of arrival/departure of vehicles entering/leaving the compound;
  - (e) filling in log books of vehicles and making transport arrangements;
  - (f) answering queries from visitors/patients and directing them;
  - (g) exercising control with a view to preventing stolen goods from being removed through the gate;
  - (h) the custody of keys;

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- (i) calling the electrician in case of electricity breakdown and, whenever requested, any other officer.
2. At Brown Sequard Hospital, in addition to the above duties, to record the number of patients leaving and returning through the gate.
3. To perform other cognate duties.

NOTE:

Gatekeepers will be required to work on a shift system to 'cover 24 hours' service including week-ends and Public Holidays.