

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

- Ministry:** Health and Quality of Life
- Post:** Driver (Ordinary Vehicles up to 5 tons)
- Salary:** Rs 4,435 x 110 – 4,875 x 125 – 5,375 x 150 – 6,425 x 175 – 6,950 x 205 – 7,360 (WM 25)
- Effective Date:** 11 April 2000
- Qualifications:** By selection from among employees on the permanent and pensionable establishment of the Ministry who:
- (i) possess the Certificate of Primary Education;
 - (ii) possess a valid driving licence to drive cars or vans or lorries up to 5 tons;
 - (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
 - (iv) have a good eyesight.

Note 1

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

Note 2

In the absence of qualified candidates in the Ministry, by selection from among candidates who possess the required qualifications.

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for Permanent Secretary

11 APR 2000

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Note 3

Selected candidates will be required to:-

- (a) undergo a medical test to be carried out by the Ministry to assess their eyesight; and
- (b) obtain a service driving licence.

Duties:

1. To drive Government vehicles for the conveyance of staff, patients (as and when required), materials and equipment in connection with the activities of the Ministry.
2. To carry out simple maintenance tasks including:-
 - (a) checking of radiator and filling up with water, if necessary;
 - (b) checking of engine oil-pump and topping up, if necessary;
 - (c) testing and cleaning fuel pump and carburettor;
 - (d) checking brake and clutch, master cylinders and topping up, if necessary;
 - (e) checking wheel nuts for wheel tightness including spare wheel;
 - (f) cleaning and preventive servicing of the vehicle under his responsibility;
 - (g) topping up of battery; and
 - (h) keeping fuel lines free of dirt and water.

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3. To report any defect to the responsible officer.
4. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
5. To help, whenever required, the mechanics when the vehicle under his charge is under repairs.
6. To keep a log book.
7. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents as and when required.
8. To perform such cognate duties as may be assigned.

Note

Drivers (Ordinary Vehicles up to 5 tons) should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver for his vehicle.

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for Permanent Secretary

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