

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

Ministry: Business, Enterprise and Co-operatives (Business and Enterprise Division)

Post: Helper

Salary: Rs 7,200 x 200 – 10,200 x 250 – 10,950 (24 06 24)

Effective Date: 21 January 2010

Qualifications: By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education and who are physically fit.

Note

In the absence of qualified employees, by selection from among candidates who possess the Certificate of Primary Education and who are physically fit.

NOTE

Selected candidates will be required to undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their physical fitness.

Duties:

1. To assist the Heavy Vehicle/Mechanical Driver in his duties.
2. To help the Heavy Vehicle/Mechanical Driver in operating the crane on the lorry, to load and unload trailer as per instructions given by the technical staff.
3. To assist in the operation of the fork lift and of the lifting system at the Legal Metrology Services.
4. To help in the workshop and in the verification room in connection with assizing and calibration work.
5. To assist the technical staff in the calibration and verification of weighbridges and other instruments, indoor and on site.
6. To lift, carry and transfer test weights during the verification and calibration work.
7. 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 Helpers in the roles ascribed to them.

Note

Helpers may be required to work outside normal working hours including Sundays and Public Holidays.



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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date 21 JAN 2010