

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

<b><u>Ministry:</u></b>	Commerce and Consumer Protection
<b><u>Post:</u></b>	Laboratory Auxiliary
<b><u>Salary:</u></b>	Rs 15,745 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 31,525 (24 026 063)
<b><u>Effective Date:</u></b>	06 May 2025
<b><u>Qualifications:</u></b>	A. By selection from among serving employees on the permanent and pensionable establishment who possess the Cambridge School Certificate with at least a pass in Chemistry or Physics or Mathematics <u>or</u> passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language and Chemistry or Physics or Mathematics with at least Grade C in any two subjects or (ii) in six subjects including English Language and Chemistry or Physics or Mathematics with at least Grade C in any one subject <u>or</u> an equivalent qualification acceptable to the Public Service Commission.

**NOTE 1**

In the absence of qualified serving employees on the permanent and pensionable establishment, by selection from among candidates who possess the Cambridge School Certificate with at least a pass in Chemistry or Physics or Mathematics or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language and Chemistry or Physics or Mathematics with at least Grade C in any two subjects or (ii) in six subjects including English Language and Chemistry or Physics or Mathematics with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess qualities such as reliability and trustworthiness;
- (ii) have the ability to work in a team; and

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*B. D. Nundloll*

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B. D. Nundloll (Mrs)  
for Senior Chief Executive  
Ministry of Public Service and  
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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS

-2-

- (iii) be able to lift, carry and move weights in line with the provisions of existing law.

**NOTE 2**

Selected candidates will be required to undergo a medical examination to be carried out by the Ministry of Health and Wellness to assess their fitness to perform the duties of the post.

**NOTE 3**

Laboratory Auxiliaries will be required to undergo training in safe techniques or methods of manual lifting and handling of weights in line with the provisions of existing law.

**Duties:**

1. To be responsible to the Director, Legal Metrology Services for the general cleanliness of laboratories, workshop and verification room, benches, furniture, floor and windows and maintain proper housekeeping.
2. To clean all apparatus, test weights and equipment including those requiring the use of special reagents.
3. To assemble apparatus.
4. To assist officers in calibration, verification, assizing and inspection works both at the Legal Metrology Services and on site.
5. To perform simple tests.
6. To lift, handle, carry and move test weights, materials and equipment for testing from one area of operation to another.
7. To open the laboratories and close them after ensuring that all equipment have been properly disconnected, where appropriate, and are in safe custody.

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PUBLIC SERVICE COMMISSION REGULATIONS**

-3-

8. To ensure that balances and other equipment for testing and calibration are in good working condition and to report any defect.
9. To carry out simple maintenance tasks of laboratory equipment such as oiling, change of gasket and change of visigauge.
10. To keep simple records.
11. To maintain and make minor repairs of laboratory and test equipment and standards with simple tools for proper functioning.
12. To record temperature, relative humidity and atmospheric pressure in the laboratory to maintain appropriate environmental conditions.
13. To record movement of equipment and standards used for verification and calibration on site in log book.
14. To assist officers in the handling and transportation of exhibits secured on inspection.
15. 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 the Laboratory Auxiliary in the roles ascribed to him.

**Note**

Laboratory Auxiliaries may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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