

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

Department:: The Judiciary

Post: Stores Attendant

Salary: Rs 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,525 (24 11 36)

Effective Date: 4 August 2014

Qualifications: By selection from among employees on the permanent and pensionable establishment of The Judiciary who –

- (a) possess the Certificate of Primary Education; and
- (b) have a good knowledge of procurement and supply duties and are familiar with common items of stores.

NOTE 1

In the absence of candidates possessing the qualification at (a) above, consideration will be given to employees on the permanent and pensionable establishment of The Judiciary who show proof of being literate.

NOTE 2

In the absence of qualified employees on the permanent and pensionable establishment of The Judiciary, by selection from among serving employees on the permanent and pensionable establishment who possess the qualifications at (a) and (b) above.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To be responsible to the officer in charge of stores for –
 - (i) opening and closing of stores apertures, as required;
 - (ii) cleaning the stores premises;
 - (iii) collecting, loading, unloading and conveying stores items;
 - (iv) opening packages, crates and cases;
 - (v) handling all stores items, as required;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

4 August 2014

Date.....



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- (vi) removing all packing materials and empty crates to appropriate places for their eventual disposal;
 - (vii) packing stores items as required;
 - (viii) washing, cleaning and stowing empties;
 - (ix) placing and arranging items of stores on shelves and maintaining them clean and in an orderly manner;
 - (x) collecting and despatching stores correspondence as required; and
 - (xi) assisting in work relating to surveys and inventories.
2. 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 Stores Attendant in the roles ascribed to him.



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Akeasarf

*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

4 August 2014

Date.....