

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

**Department:** National Transport Authority  
**Post:** Road Transport Inspector (on roster)  
**Salary:** Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 (18 044 070)  
**Effective Date:** 22 February 2017

**Qualifications:** I. By selection from among –  
A. officers who hold a substantive appointment in the grades of Principal Traffic Warden (on roster), Senior Traffic Warden (on roster) and Traffic Warden (on roster) reckoning at least eight years' service in the cadre.

AND

B. serving officers drawing salary in a scale the minimum of which is not less than Rs 17,375 monthly in their substantive appointment and who –  
(i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission; and  
(ii) reckon at least two years' service in a substantive capacity in their respective grade.

II. Candidates should –  
(i) possess a valid driving licence (manual gear) for private cars;  
(ii) have an aptitude for inspection and enforcement duties; and  
(iii) possess good communication skills.

**Duties:** 1. To be responsible to the Senior Road Transport Inspector (on roster) for the performance of the following duties –  
(a) to inspect –  
(i) motor vehicles and trailers for the purpose of verifying licences, test certificates and certificates of fitness;  
(ii) records kept by insurers in connection with certificates of insurance and policies to which they relate;

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*for Senior Chief Executive  
Ministry of Civil Service and  
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- (iii) bus garages so as to ascertain the number of buses kept off roads; and
  - (iv) petrol service stations to ascertain compliance with the conditions attached to their Petrol Service Licences.
- (b) to check –
- (i) motor vehicles generally for the purposes mentioned in the Road Traffic Act and regulations made thereunder;
  - (ii) motor vehicles suspected of being used unlawfully;
  - (iii) the roadworthiness of motor vehicles specially public service vehicles and goods vehicles; and
  - (iv) motor vehicles suspected of being used in breach of the conditions attached to their public service vehicle or carrier's licences.
- (c) to take action against those responsible for vehicles emitting excessive smoke/noise;
- (d) to analyse operators' records and traffic returns so as to determine the adequacy or otherwise of bus transport;
- (e) to examine requests for new transport facilities, bus stops, lorry stands, taxi stands and lay-bys;
- (f) to compile, in consultation with bus operators, time tables and fare tables;
- (g) to establish contraventions, issue Fixed Penalty, Prohibition and Parking Notices and prepare case files for eventual prosecutions;
- (h) to monitor bus operations so as to ensure whether time tables and conditions attached to road service licences are adhered to;
- (i) to inquire into applications for public service vehicle and carrier's licences, motor vehicle dealers' licences, petrol station licences and other licences and permits relating to road transport;
- (j) to inquire into complaints lodged by members of the travelling public;
- (k) to attend Court/Tribunal, as and when required; and

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- (1) to affix seals to motor vehicles and to dispense pumps at petrol service stations as per the provisions of the Road Traffic Act/Regulations.
2. To use ICT in the performance of his duties.
3. 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 Road Transport Inspector (on roster) in the roles ascribed to him.

**Note**

Road Transport Inspectors (on roster) are required to work on roster on a six-day week basis, including Sundays and Public Holidays.

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