

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

Ministry: Environment and Sustainable Development
Post: Watchman
Salary: Rs 7,800 x 200 – 10,200 x 250 – 11,700 x 300 – 12,300 (24 09 29)
Effective Date: 17 November 2011
Qualifications: By selection from among serving employees on the permanent and pensionable establishment of the Ministry who possess the Certificate of Primary Education.

NOTE

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

Duties:

1. To guard the premises, buildings, materials, plants, vehicles and equipment of the Ministry against fire, theft and illegal entry.
2. To make periodic inspection tours around buildings and grounds, examining doors, windows and gates to see that they are properly secured and have not been tampered with and to watch for other irregularities, such as broken waterpipes and fire hazards.
3. To report any case of fire, theft or vandalism.
4. To enquire on whereabouts of visitors, where appropriate, and direct them.
5. 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 Watchman in the roles ascribed to him.

Note

Watchmen will be required to work on shift, covering a 24-hour service including night duty and work on Sundays, Public Holidays and officially declared cyclone days.



CERTIFIED CORRECT

[Signature]
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
Date..... 17 NOV 2011