

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

- Ministry:** Labour, Industrial Relations and Employment
- Post:** Stores Attendant
- Salary:** Rs 7,400 x 200 – 10,200 x 250 – 11,700 (24 07 27)
- Effective Date:** 13 February 2012
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment of the Ministry who –
- (i) possess the Certificate of Primary Education; and
  - (ii) have a good knowledge of stores duties and are familiar with common items of stores.

**NOTE**

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

- Duties:**
- 1. To be responsible to the officer-in-charge of stores for –
    - (i) opening and closing of store apertures, as required;
    - (ii) cleaning the store premises;
    - (iii) collecting, loading, unloading and conveying stores items;
    - (iv) opening packages, crates, cases, etc.;
    - (v) handling all stores items, as required;
    - (vi) removing all packing materials, empty crates, etc., to appropriate places for their eventual disposal;
    - (vii) packing stores items, as required;
    - (viii) washing, cleaning and stowing empties;

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**CERTIFIED CORRECT**

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

Date..... **13 FEB 2012** .....


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-2-

- (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 any work of similar nature, e.g. in inventories and surveys.
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.



**CERTIFIED CORRECT**

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

Date..... **11 3 FEB 2012** .....