

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

- Ministry:** Public Infrastructure and Land Transport (Public Infrastructure Division)
- Post:** Security Guard
- Salary:** Rs 11,710 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 –
19,575 (24 018 044)
- Effective Date:** 03 May 2016
- Qualifications:** By selection from among employees who reckon at least three years' service on the permanent and pensionable establishment of the Ministry and who –
- (i) possess the Certificate of Primary Education; and
 - (ii) have knowledge of security/watchkeeping duties.

NOTE 1

In the absence of candidates possessing the qualification at (i) above, consideration will be given to those who show proof of being literate.

NOTE 2

In the absence of qualified employees on the permanent and pensionable establishment of the Ministry, by selection from among serving employees who reckon at least three years' service on the permanent and pensionable establishment and who possess the qualifications at (i) and (ii) above.

NOTE 3

In the absence of qualified candidates under 'NOTE 2' who possess the qualification at (i) above, consideration will be given to those who show proof of being literate.

- Duties:**
1. To guard premises, buildings, materials, plants, vehicles and other property and equipment of the Ministry against fire, theft and illegal entry.
 2. To make periodic inspection tours around buildings and grounds and examine doors, windows and gates to ensure that they are properly secured and have not been tampered with.
 3. To watch for other irregularities, such as broken water pipes and fire hazards.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
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4. To report any case of fire, theft or vandalism.
5. To enquire on whereabouts of visitors and direct them, where appropriate.
6. 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 Security Guard in the roles ascribed to him.

Note

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

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