

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

- Ministry:** Public Infrastructure and Land Transport (Public Infrastructure Division)
- Post:** Technical Assistant (Ex-SMEDA)
- Salary:** Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,950 (25 030 061) (Personal)
- Effective Date:** 05 November 2019
- Qualifications:** By appointment of the Technical Assistant on the establishment of the former Small and Medium Enterprises Development Authority who has been redeployed to the Ministry of Public Infrastructure and Land Transport (Public Infrastructure Division).
- Duties:**
1. To assist in –
 - (i) the management of the Workshop;
 - (ii) Workshop training activities;
 - (iii) the procurement and effective use of spare parts and other materials used in the Workshop; and
 - (iv) the maintenance of established health and safety standards at the Workshop.
 2. To provide technical support in the repair/maintenance of machines and equipment and to ensure that they are kept in good working condition.
 3. To maintain and update records.
 4. To ensure the safekeeping, maintenance and proper use of tools and equipment in the Workshop.
 5. To ensure progress of work and rapid movement of vehicles and plants between the various sections.
 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 Technical Assistant (Ex-SMEDA) in the roles ascribed to him.



CERTIFIED CORRECT

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S. Chundung
S. Chundung (Mrs)
for Secretary for Public Service

05 November 2019
Date.....