

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

Ministry: Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands
(Fisheries Development)

Post: Senior Laboratory Attendant (to be restyled Senior Laboratory Auxilliary)

Salary: Rs 18,075 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,950
(24 040 061)

Effective Date: 03 May 2016

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of
Laboratory Attendant (to be restyled Laboratory Auxilliary) who –

- (i) reckon at least five years' service in a substantive capacity in the grade;
and
- (ii) possess good organising and supervisory skills.

- Duties:**
- 1. To be responsible to the head of section/division for –
 - (i) the organisation of work, supervision and training of Laboratory Attendants (to be restyled Laboratory Auxilliaries) posted to his section/division;
 - (ii) the general cleanliness of laboratories, benches, glasswares and other equipment and for their good running condition; and
 - (iii) the maintenance (including simple repairs of minor equipment) and security of laboratory equipment.
 - 2. To assist scientific and technical staff in the preparation of reagents, setting up of equipment and laboratories for conducting tests and analysis.
 - 3. To ensure –
 - (i) the proper assembling of apparatus, preparation of solutions and culture media, treatment and storage of specimens, cleaning of specimens, exhibits and equipment, preparation of medium for plankton culture, recording of physical parameters in ponds, culture tanks indoor and outdoor and decontamination of glasswares;

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for Senior Chief Executive
Ministry of Civil Service and
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- (ii) the proper keeping of a register of chemicals, specimens, glasswares and other apparatus;
 - (iii) the safe custody of broken apparatus and glasswares for audit or stock verification purposes; and
 - (iv) that all fixtures for gas, water and electricity in laboratories are in good working condition.
4. To supervise and assist in the operation of such apparatus like water distillation, water-bath, drying oven, autoclave, conductivity meter, pH meter and titration apparatus.
 5. To supervise the handling of corrosive and harmful substances such as acid, alkali, gas and organic solvents.
 6. To guide and direct visitors, as and when required.
 7. To perform the duties of Laboratory Attendant (to be restyled Laboratory Auxilliary), as and when required.
 8. 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 Senior Laboratory Attendant (to be restyled Senior Laboratory Auxilliary) in the roles ascribed to him.

Note

- (i) Senior Laboratory Attendants (to be restyled Senior Laboratory Auxilliaries) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.
- (ii) Senior Laboratory Attendants (to be restyled Senior Laboratory Auxilliaries) will be required to work in all laboratories.



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