

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

Department: Police
Post: Handy Worker
Salary: Rs 9,450 x 225 – 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 15,825
(24 10 34)

Effective Date: 14 November 2014

Qualifications: By selection from among employees on the permanent and pensionable establishment of the Police Department who –

- (a) possess the Certificate of Primary Education; and
- (b) have a good health and a sound physique.

NOTE 1

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

NOTE 2

For the first intake, by appointment of employees in the grades of Sanitary Attendant and Lorry Loader on the permanent and pensionable establishment of the Police Department who have opted for the revised emoluments and terms and conditions set out in the Pay Research Bureau Reports 2008 and 2013 and who opt to join the grade of Handy Worker.

Duties:

1. To clean offices, stores, toilets, drains, gutters, window panes, lavatories and maintain the physical environment at a good standard.
2. To load and unload lorries.
3. To move stores items, furniture, equipment and other materials.
4. To accompany lorries and help in case of breakdown.
5. To wash government vehicles and their garages.

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

14 November 2014

Date.....

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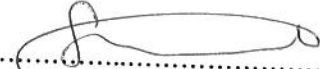
6. To collect and despatch correspondence, as and when required.
7. To destroy and dispose of waste materials.
8. To accompany officers in government vehicles, as and when required.
9. To wash curtains, household linen and clean kitchen utensils.
10. To clean electrical appliances.
11. To place/remove metal barriers, as and when required.
12. 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 Handy Worker in the roles ascribed to him.

Note

Handy Workers may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.



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