

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

- Department:** Police
- Post:** Master Tailor
- Salary:** Rs 23,950 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 (25 052 070)
- Effective Date:** 30 September 2022
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Master Tailor who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) have the technical know-how and ability to run a Tailoring Workshop;
 - (ii) possess effective supervisory and leadership skills; and
 - (iii) are conversant with administration, finance, procurement and supply procedures.
- Duties:**
1. To be responsible to the officer in charge of the Police Executive Services for –
 - (i) the general supervision and administration of the Tailoring Workshop;
 - (ii) the allocation of work and distribution of materials to Assistant Master Tailors and Tailors under his supervision;
 - (iii) the proper execution and control of work;
 - (iv) the monitoring of work progress and keeping records of all works effected under his supervision; and
 - (v) the safekeeping, maintenance and proper use of all tools, equipment, garments, materials and accessories in the Tailoring Workshop.
 2. To provide training to staff under his supervision.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

30 September 2022

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3. To ensure that –
 - (i) there is adequate supply and quality control of materials and accessories and that they are judiciously used, kept and simple maintenance/cleaning are carried out;
 - (ii) the staff working under his supervision comply with all safety and health measures; and
 - (iii) the workplace is kept clean and neat and that a general cleaning is carried out on a regular basis.
4. To accompany Tailors to Procurement and Supply Unit for collecting and delivering of materials, suits and any other garment, as and when necessary.
5. 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 Master Tailor in the roles ascribed to him.

CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

30 September 2022

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