

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

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- Department:** Police
- Post:** Stores Attendant
- Salary:** Rs 5,300 x 125 – 5,675 x 150 – 7,325 x 175 – 8,025 (24 05 23)
- Effective Date:** 22 June 2005
- Qualifications:** By selection from among employees on the permanent and pensionable establishment of the Department who:-
- (a) possess the Certificate of Primary Education; and
 - (b) have a good knowledge of stores duties and are familiar with common items of stores.

Note

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

- Duties:**
1. To be responsible to the officer in charge of stores for:-
 - (i) opening and closing of store apertures as required;
 - (ii) cleaning the store premises;
 - (iii) collecting, loading, unloading and conveying stores items;
 - (iv) opening packages, crates, cases, etc;
 - (v) handling all stores items as required;
 - (vi) removing all packing materials, empty crates, etc. for their eventual disposal;
 - (vii) packing stores items as required;
 - (viii) washing, cleaning and stowing empties;

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for Senior Chief Executive
Ministry of Civil Service Affairs and
Administrative Reforms

Date **22 JUN 2005**

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- (ix) placing and arranging items of stores on shelves and maintaining them clean and in order;
 - (x) collecting and despatching stores correspondence as required;
 - (xi) ensuring simple maintenance of storage and handling equipment; and
 - (xii) assisting in any work of similar nature e.g. in inventories and surveys.
2. To perform such cognate duties as may be assigned.



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