

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

- Ministry:** Prime Minister's Office
- Post:** Handy Worker
- Salary:** Rs 10,950 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 18,450 (24 015 041)
- Effective Date:** 04 June 2021
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.

NOTE

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

- Duties:**
1. To clean, among others, offices, stores and maintain the physical environment at a good standard.
 2. To handle, collect, load, unload and move stores items, furniture, equipment and other materials.
 3. To open packages, crates, cases, and so on.
 4. To remove packaging materials, empty boxes to appropriate places for eventual disposal.
 5. To wash, clean and stow empties.
 6. To open and close store openings under the supervision of an officer of the Procurement and Supply Cadre, as and when required.
 7. To place and arrange items of stores on shelves and maintain them clean and in an orderly manner.
 8. To collect and despatch stores correspondence, as and when required.
 9. To accompany officers of the Procurement and Supply Cadre in government vehicles for the purpose of collecting and discharging stores items, as and when required.
 10. 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.



CERTIFIED CORRECT

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S. Chundung
S. Chundung (Mrs)
for Supervising Officer
**Ministry of Public Service, Administrative
and Institutional Reforms**

04 June 2021

Date.....