

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

- Ministry:** Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division)
- Post:** Inspector of Works
- Salary:** Rs 16,000 x 600 – 23,200 x 800 – 24,800 (26 39 53)
- Effective Date:** 19 January 2010
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Assistant Inspector of Works who reckon at least three years' service in a substantive capacity in the grade and who –
- (a) have an overall knowledge and working experience of civil and building engineering works;
 - (b) possess organising and supervisory skills; and
 - (c) have general knowledge of financial, stores and establishment procedures.
- Duties:**
1. To be responsible for –
 - (a) the execution and supervision of civil engineering works, including minor works carried out by private contractors and maintenance of public buildings;
 - (b) the control and general supervision of subordinate staff and workers on sites of work;
 - (c) the control of attendance register, time and progress books, where necessary;
 - (d) the preparation of estimates, bills, paysheets and monthly returns; and
 - (e) the receipt and issue of materials and tools.
 2. To ensure that routine maintenance is carried out on transport plant and equipment.
 3. To report to the Senior Inspector of Works on progress of works.
 4. To use ICT in the performance of his duties.
 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 Inspectors of Works in the roles ascribed to them.



CERTIFIED CORRECT

Alexandre

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

19 JAN 2010

Date.....