

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

- Ministry:** Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division)
- Post:** Toolskeeper (Plaine Lauzun Workshop)
- Salary:** Rs 8,600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,200 (24 13 32)
- Effective Date:** 30 April 2010
- Qualifications:** By selection from among Toolskeepers and Stores Attendants in the Public Infrastructure Division of the Ministry who –
- (a) possess the Certificate of Primary Education;
 - (b) have a good knowledge of the different items of tools used in the Mechanical Workshop; and
 - (c) have a knowledge of simple stores procedures.
- Duties:**
1. To be in charge of the tools store of the Mechanical Engineering Division.
 2. To keep proper ledger records of all tools in the tools store.
 3. To issue tools to workmen, as and when required, and to keep a record of such issues.
 4. To ensure that tools issued are returned to store after use and in good condition.
 5. To keep all tools in the store in clean condition.
 6. To report immediately to the Director (Mechanical Engineering) any case of missing or damaged tools.
 7. To carry out regular survey of damaged and unserviceable tools for repair or disposal.
 8. To prepare a list of tools to be renewed, as and when required.
 9. 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 Toolskeeper (Plaine Lauzun Workshop) in the roles ascribed to him.

CERTIFIED CORRECT

A. A. A.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

30 APR 2010

Date.....

