

2

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Rodrigues (Civil Aviation)

Post: Assistant Ground Supervisor

Salary: Rs 6,125 x 150 - 6,425 x 175 - 6,950 x 205 - 7,770 x 300 - 11,070 (CIA 6)

Effective Date: 22 January 1999

Qualifications:

A. By promotion, on the basis of experience and merit, of officers reckoning at least three years' service in the grade of Patrolman possessing:

- (i) the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained on one certificate or the General Certificate of Education 'Ordinary Level' with at least Grade 'C' in at least five subjects including English Language, French and Mathematics obtained on one certificate or an equivalent qualification acceptable to the Public Service Commission.
- (ii) good organising ability, leadership and communication skills.

.../2

CERTIFIED CORRECT

M. Q.

.....
for Permanent Secretary

Date..... 22 JAN 1999



SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- B. Candidates should also have knowledge of:
- (i) security arrangements implemented on aerodromes, including access control procedure;
 - (ii) safety procedures on operational areas including the need for inspection of runway before and after landing and take off;
 - (iii) basic requirements of Civil Aviation concerning facilitation to passengers; and
 - (iv) the role of ground section in aircraft and other emergencies recurrent at the airport.

Duties:

1. To supervise the cleaning, maintenance and servicing of airport buildings and grounds.
2. To inspect the movement area, report conditions capable of jeopardising the safety of aircraft operations, and remove mark or light up instructions within and near the airport.

.../3

CERTIFIED CORRECT



.....
for Permanent Secretary

Date..... 22 JAN 1999

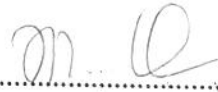


SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

3. To marshal aircraft, as may be required, and to assist in the allocation of parking stands to aircraft.
4. To keep in good condition emergency light projectors, test them periodically and arrange for repair whenever necessary.
5. To keep and make available equipment and stores required for the maintenance of grounds and buildings and the servicing of departmental vehicles, and to maintain all the related stores ledgers.
6. To keep records of servicing performed on vehicles and to ensure that all faults reported are promptly brought to the attention of motor maintenance personnel.
7. To carry out the scheduling of departmental transport in accordance with instructions.
8. To monitor and supervise the work of drivers, enforce discipline and ensure observance of driving instructions.
9. To prepare and maintain inventories of all moveable government property under the responsibility of the division.

.../4

CERTIFIED CORRECT


.....
for Permanent Secretary

Date..... **22** JAN 1999




SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

10. To keep log books, records and prepare returns as may be required.
11. To present bills in respect of Airport Charges to aircraft Captains, whenever required and to collect payments to be remitted to the Finance Section.
12. To perform such cognate duties as may be assigned.

NOTE:

1. Assistant Ground Supervisors may be required to follow locally or overseas such theoretical or practical training courses related to their duties as may be approved and arranged.
2. They may be required to work on a 24-hour shift system of duty, including Sundays and Public Holidays and during officially declared cyclone days.

CERTIFIED CORRECT


.....
for Permanent Secretary

Date..... 22 JAN 1999

