

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

Organisation: Rodrigues Regional Assembly (Mechanical Workshop)
Post: Toolskeeper
Salary: Rs 8,000 x 200 – 10,200 x 250 – 11,700 x 300 – 12,600 (24 10 30)
Effective Date: 3 May 2012

Qualifications: By selection from among Stores Attendants and General Workers on the permanent and pensionable establishment of the Rodrigues Regional Assembly who reckon at least five years' service in their respective grades or an aggregate of at least five years' service in the grades of General Worker and Stores Attendant on the permanent and pensionable establishment of the Rodrigues Regional Assembly and who –

- (a) possess the Certificate of Primary Education;
- (b) have a good knowledge of common items of tools in use in all stores of the Commission/Department; and
- (c) have a knowledge of simple stores procedures.

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 in charge of the tools store of the Mechanical Workshop.
 - 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 thereof.
 - 4. To ensure that tools issued are returned to the store after use and are in good condition.

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[Signature]
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**for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms**
3 May 2012
Date.....

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5. To keep all tools in the store in clean condition.
6. To report immediately to the supervisory staff, 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 in the roles ascribed to him.



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