

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

Ministry: Rodrigues (Mechanical Workshop Unit)

Post: Workshop Supervisor

Salary: Rs 9,570 x 300 - 11,070 (WMT 10)

Effective Date: 12 November 1998

Qualifications: By selection from among officers in the grades of Foreman, Chief Tradesman and Motor Diesel Mechanic who:

- (i) possess the Certificate of Primary Education;
- (ii) reckon at least five years proven experience in
 - (a) the maintenance of all types of vehicles (petrol and powered plants such as tractors, dumpers, road rollers, cranes generators etc.);
 - (b) overhaul and adjustments of Fuel Injection Equipment and use of Diesel Test Bench;
- (iii) are able to interpret simple mechanical plans;
- (iv) have knowledge of elementary stores and financial procedures; and
- (v) are holders of a valid driving licence for private cars and vans up to 2.5 tons.

Note 1:

- (a) Possession of a certificate in Motor Diesel Mechanics from ITTC or any institution recognised by the IVTB; and

2/...

CERTIFIED CORRECT

M. W.

.....
for Permanent Secretary

Date..... **12 NOV 1998**



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

- 2 -

- (b) proven knowledge of first aid and fire prevention measures would be an advantage.

Note 2:

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

Note 3:

The selected candidate will be appointed in a temporary capacity for a maximum period of one year during which he will have to obtain a Goods Vehicle Service Driving Licence before being appointed in a substantive capacity.

Duties:

1. To assist the officer-in-charge of the Workshop in the day-to-day management of the workshop.
2. To be responsible for the organisation, planning and distribution of work to junior staff.
3. To ensure that all repairs, maintenance and servicing etc. of vehicles referred to the workshop are promptly dealt with.
4. To prepare estimates of costs and to submit progress reports.
5. To control, guide and discipline workers and to ensure that the works performed are of the required standard.

3/...

CERTIFIED CORRECT


.....
for Permanent Secretary

Date..... **12 NOV 1998**

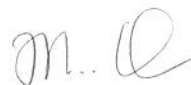


SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- 3 -

6. To maintain proper system of records of
 - (a) vehicles referred to the workshop
 - (b) repairs to be effected
 - (c) parts used
 - (d) materials utilised
 - (e) estimated time
 - (f) estimated costs
 - (g) time vehicles remained at workshop, with remarks if any.
7. To keep reasonable stock of spare parts and to ensure availability of parts and other materials currently in use in the workshop.
8. To be responsible for the safe-keeping, maintenance and proper use of all tools, plants and equipment of the workshop.
9. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

.....
for Permanent Secretary

Date..... 12 NOV 1968

