

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

- Organisation:** Rodrigues Regional Assembly (Industrial Development and Handicraft)
- Post:** Driver/Office Attendant (Ex-SMEDA)
- Salary:** Rs 12,750 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 (24 022 051) (Personal)
- Effective Date:** 04 August 2021
- Qualifications:** By appointment of the Driver/Office Attendant on the establishment of the former Small and Medium Enterprises Development Authority (Rodrigues Branch) who has been redeployed to the Rodrigues Regional Assembly (Industrial Development and Handicraft).

NOTE

The Driver/Office Attendant (Ex-SMEDA) will be required to obtain a Service Driving Licence (manual gear).

- Duties:**
1. To drive Government vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Rodrigues Regional Assembly.
 2. To carry out simple checks/maintenance tasks including –
 - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
 - (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (d) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (e) monitoring mileage run/period vehicle is used, and inform the officer in charge of transport when servicing is due;

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for Secretary for Public Service

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- (f) washing and cleaning the vehicle's body and interiors;
 - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (h) checking of battery electrolyte level and topping up, as and when necessary; and
 - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect observed to the officer in charge of transport and take vehicle to workshop for repair/servicing as instructed by the latter.
 4. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
 5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
 6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
 7. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, photocopying of documents, press cuttings, circulars and other papers.
 8. To be in attendance at the reception counter, direct visitors and keep visitors' book, as and when required.
 9. To clean premises and to maintain the physical environment at a good standard.
 10. To ensure that all switches/lights are turned off before leaving office.

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11. To operate a simple telephone switchboard, as and when required.
12. To assist in the arrangement of furniture and equipment within the premises.
13. To perform simple binding duties.
14. 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 Driver/Office Attendant (Ex-SMEDA) in the roles ascribed to him.

Note

1. The Driver/Office Attendant (Ex-SMEDA) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.
2. The Driver/Office Attendant (Ex-SMEDA) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.



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