

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

- Ministry:** Social Integration and Economic Empowerment
- Post:** Driver/Office Attendant (Ex-NESC)
- 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)
- Effective Date:** 21 September 2017
- Qualifications:** By appointment of the Driver/Office Attendant on the establishment of the former National Economic and Social Council (NESC) who has been redeployed to the Ministry of Social Integration and Economic Empowerment.
- Duties:**
1. To drive the vehicles of the Ministry for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Ministry.
  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) testing and cleaning fuel pump and carburator;
    - (d) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
    - (e) checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
    - (f) keeping engine compartment free of dirt, oil or grease;
    - (g) carrying out preventive servicing of the vehicle under his responsibility;
    - (h) washing and cleaning of the vehicle's body, underbody and interiors;

/2....

CERTIFIED CORRECT



.....  
for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

21 September 2017

Date.....



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

-2-

- (i) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
  - (j) checking of battery electrolyte level and topping up, as and when necessary; and
  - (k) 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 responsible officer and take the 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 open and close offices.
  8. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
  9. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
  10. To clean premises and to maintain the physical environment at a good standard.
  11. To ensure that all switches/lights are turned off before leaving office every afternoon.
  12. To operate a telephone switchboard/PABX console.

/3....



**CERTIFIED CORRECT**

*Shered*  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

**21 September 2017**

Date.....

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

-3-

13. To operate office equipment such as duplicating, photocopying and fax machines.
14. To respond to calls.
15. To be in attendance at the reception counter of the Ministry, as and when required.
16. To assist in the arrangement of furniture and equipment within office premises.
17. To perform simple binding duties.
18. 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-NESC) in the roles ascribed to him.

**Note**

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



CERTIFIED CORRECT

.....  
*Shew*

*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

**21 September 2017**

Date.....