

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

- Ministry:** Youth and Sports
- Post:** Handy Worker
- Salary:** Rs 7,200 x 200 – 10,200 x 250 – 11,200 (24 06 25)
- Effective Date:** 22 December 2011
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment of the Ministry who possess the Certificate of Primary Education.

NOTE 1

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

NOTE 2

For the first intake, by appointment of employees in the grade of Lorry Loader of the Ministry who have opted for the revised emoluments and terms and conditions set out in the Pay Research Bureau Report 2008 and who have opted to join the grade of Handy Worker.

- Duties:**
1. To open and close offices.
 2. To handle, carry, pack, load and unload stores items, furniture, equipment and other materials.
 3. To accompany officers in lorries, vans, minibuses and other vehicles of the Ministry.
 4. To run official errands including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.

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CERTIFIED CORRECT


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

22 December 2011

Date.....

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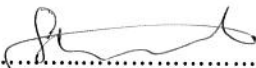
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5. To clean offices, toilets, drains, gutters, etc. and maintain the physical environment at a good standard.
6. To attend to visitors.
7. To usher in/guide visitors to senior officers/sections concerned and maintain a record of such visits, if so required.
8. To assist the driver in the proper manoeuvring of vehicles and in case of breakdown.
9. To perform regular washing, cleaning and other ancillary works associated with day-to-day running of vehicles.
10. 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 Handy Worker in the roles ascribed to him.

Note

Handy Workers should be prepared to work outside normal working hours including Sundays and Public Holidays.

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