

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

**Ministry:** Youth and Sports

**Post:** Stores Attendant

**Salary:** Rs 11,200 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 –  
17,700 x 375 – 19,200 (24 016 043)

**Effective Date:** 12 September 2017

**Qualifications:** By selection from among employees on the permanent and pensionable establishment of the Ministry who –

- (i) possess the Certificate of Primary Education; and
- (ii) have a good knowledge of stores duties and are familiar with common items of stores.

**NOTE**

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

**Duties:**

1. To be responsible to the officer in charge of stores for –
  - (i) opening and closing of store apertures as required;
  - (ii) cleaning the stores premises;
  - (iii) collecting, loading, unloading and conveying stores items;
  - (iv) opening packages, crates and cases;
  - (v) handling all stores items as required;
  - (vi) removing all packing materials and empty crates to appropriate places for their eventual disposal;
  - (vii) packing stores items as required;
  - (viii) washing, cleaning and stowing empty containers;

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**CERTIFIED CORRECT**

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

**12 September 2017**

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- (ix) collecting and despatching stores correspondence as required;
  - (x) placing and arranging items of stores on shelves and maintaining them clean and in order;
  - (xi) preparing parcels of articles for issue to youth/sports centres; and
  - (xii) assisting in any work of similar nature such as in inventories and sales.
2. 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 Stores Attendant in the roles ascribed to him.



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