

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

- Ministry:** Gender Equality and Family Welfare
- Post:** Stores Attendant
- Salary:** Rs 13,975 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 –
21,475 x 375 – 22,225 x 400 – 23,025 (24 019 050)
- Effective Date:** 17 February 2022
- Qualifications:** By selection from among employees on the permanent and pensionable establishment of the Ministry who –
- (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate; and
 - (ii) have a good knowledge of stores duties and are familiar with common items of stores.

NOTE 1

In the absence of employees on the permanent and pensionable establishment of the Ministry possessing the qualification at (i) above, consideration will be given to those who show proof of being literate.

NOTE 2

In the absence of qualified employees on the permanent and pensionable establishment of the Ministry, by selection from among serving employees on the permanent and pensionable establishment who possess the qualifications at (i) and (ii) above.

NOTE 3

In the absence of candidates under "NOTE 2" possessing the qualification at (i) above, consideration will be given to those who show proof of being literate.

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CERTIFIED CORRECT

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S. Chundusing
S. Chundusing (Mrs)
for Supervising Officer
Ministry of Public Service, Administrative
and Institutional Reforms

17 February 2022
Date.....

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Duties:

1. To be responsible to the officer in charge of procurement and supply section for –
 - (i) opening and closing of stores 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;
 - (ix) collecting and despatching stores correspondence, as required;
 - (x) placing and arranging items of stores on shelves and maintaining them clean and in order; and
 - (xi) assisting in any works of similar nature such as in inventories and surveys.
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.



CERTIFIED CORRECT

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S. Chundarsing
S. Chundarsing (Mrs)
for Supervising Officer
Ministry of Public Service, Administrative
and Institutional Reforms

17 February 2022

Date.....