

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

- Ministry:** Agro-Industry and Food Security
- Post:** Workshop Supervisor
- Salary:** Rs 23,950 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450  
(25 052 070)
- Effective Date:** 02 December 2021
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade  
(in the order given) of Foreman or Chief Tradesman or Tradesman who –
- (i) possess the Certificate of Primary Education;
  - (ii) have a good technical knowledge of the different trades;
  - (iii) possess supervisory skills;
  - (iv) are conversant with simple finance and procurement and supply procedures; and
  - (v) are able to write simple technical reports.

**NOTE**

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

- Duties:**
1. To be responsible for the management of the different sections/trades of the workshop.
  2. To ensure that all works undertaken are of required standards and the works are dealt with promptly.
  3. To supervise and provide guidance to Foreman/Chief Tradesman and other workers under his responsibility.

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**CERTIFIED CORRECT**

*S. Chundung*  
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S. Chundung (Mrs)  
for Secretary for Public Service

**02 December 2021**

Date.....

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-2-

4. To ensure the appropriate recording of –
  - (i) repairs effected;
  - (ii) progress of works;
  - (iii) spare parts and materials used;
  - (iv) job and time allocation of each operation;
  - (v) estimates of work and time allocation; and
  - (vi) job cards and tally cards.
5. To prepare estimates of costs and to submit progress reports.
6. To be responsible for the safekeeping, maintenance and proper use of all tools, plants and equipment in the workshop.
7. To control indenting of materials and be responsible for safekeeping of all store forms and materials delivered.
8. To ensure that all safety measures and precautions are brought to the attention of workers and are complied with.
9. 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 Workshop Supervisor in the roles ascribed to him.



CERTIFIED CORRECT

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*S. Chundusing*  
S. Chundusing (Mrs)  
for Secretary for Public Service

02 December 2021

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