

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

**Ministry:** Agro-Industry and Food Security

**Post:** Chief Carpenter

**Salary:** Rs 16,525 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 27,425 (25 36 54)

**Effective Date:** 24 February 2015

**Qualifications:** By promotion, on the basis of experience and merit, of employees in the grade of Carpenter who reckon at least eight years' service in the grade and who –

- (i) have good technical knowledge of the trade; and
- (ii) are able to train and guide Carpenters.

- Duties:**
1. To guide, train and direct Carpenters and other workers under his supervision.
  2. To undertake personally the more complicated work of the trade.
  3. To ensure that all operations regarding the use of specific tools and equipment are carried out under safe workshop practices.
  4. To control the issue and use of materials on site of work and to keep proper record thereof.
  5. To ensure that all works undertaken is of good quality and as per instructions.
  6. To be responsible for the distribution of work to Carpenters and other workers under his responsibility.
  7. To be responsible for the general safety of workers on site of work.
  8. To prepare estimates of materials for work to be effected.
  9. To ensure that tools, equipment and materials are judiciously used.
  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 Chief Carpenter in the roles ascribed to him.

**CERTIFIED CORRECT**



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

24 February 2015

**Date**.....

