

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

- Ministry:** Agro-Industry and Food Security
- Post:** Chief Motor Mechanic (Ex-Tobacco Board)
- Salary:** Rs 18,450 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175
(25 041 060)
- Effective Date:** 25 September 2017
- Qualifications:** By appointment of the Chief Mechanic on the establishment of the former Tobacco Board who has been redeployed to the Ministry of Agro-Industry and Food Security.

NOTE

Candidates will be required to keep abreast of and be conversant with developments in the field of Motor Mechanics.

- Duties:**
1. To guide, train and give instructions to Motor Mechanics and other workers under his responsibility.
 2. To undertake personally the more complicated work of the trade.
 3. To ensure that –
 - (a) all works undertaken are of good quality and as per instructions;
 - (b) all operations regarding the use of specific tools and equipment are carried out under safe workshop practices; and
 - (c) tools, equipment and materials are judiciously used and kept, and simple maintenance/cleaning carried out.
 4. To keep record of all works effected under his supervision.
 5. To control the issue and use of materials on site of work and keep proper record thereof.
 6. To be responsible for –
 - (a) the distribution of work to Motor Mechanics and other workers under his supervision; and
 - (b) the general safety of workers on site of work.

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CERTIFIED CORRECT

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

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7. To ensure that all employees under his responsibility are provided with personal protective clothing and equipment and use them, as and when required.
8. To prepare estimates of materials for work to be effected.
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 Chief Motor Mechanic (Ex-Tobacco Board) in the roles ascribed to him.



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