

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

- Ministry:** Agro-Industry and Food Security
- Post:** Office Attendant (Ex-Tobacco Board)
- Salary:** Rs 11,970 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 20,050 (24 019 045)
- Effective Date:** 25 September 2017
- Qualifications:** By appointment of Office Attendants on the establishment of the former Tobacco Board who have been redeployed to the Ministry of Agro-Industry and Food Security.
- Duties:**
1. To collect keys and deposit same from/to Police Station/Police Post.
  2. To open and close offices.
  3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
  4. To usher in/guide visitors and maintain a record of such visits, if so required.
  5. To clean premises and to maintain the physical environment at a good standard.
  6. To ensure that all switches/lights are turned off before leaving office.
  7. To operate a telephone switchboard/PABX console, as and when required.
  8. To operate office equipment such as duplicating, photocopying and fax machines.
  9. To attend to calls.
  10. To be in attendance at the reception counter of the Ministry/Department, as and when required.
  11. To assist in the arrangement of furniture and equipment within office premises.
  12. To perform simple binding duties.
  13. 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 Office Attendant (Ex-Tobacco Board) in the roles ascribed to him.



**CERTIFIED CORRECT**

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

**25 September 2017**

**Date**.....