

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

- Ministry:** Agro-Industry and Food Security
- Post:** Security Guard (Ex-Tobacco Board)
- Salary:** Rs 11,710 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 (24 018 044)
- Effective Date:** 25 September 2017
- Qualifications:** By appointment of the Security Guard on the establishment of the former Tobacco Board who has been redeployed in the Ministry of Agro-Industry and Food Security.
- Duties:**
1. To guard the premises, buildings, materials, plants, vehicles and other property and equipment of the Ministry against fire, theft and illegal entry.
 2. To make periodic inspection tours around buildings and grounds, and examine doors, windows and gates to ensure that they are properly secured and have not been tampered with.
 3. To watch for other irregularities, such as broken water pipes and fire hazards.
 4. To report any case of fire, theft or vandalism.
 5. To enquire on whereabouts of visitors, where appropriate, and direct them.
 6. 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 Security Guard (Ex-Tobacco Board) in the roles ascribed to him.

Note

The Security Guard (Ex-Tobacco Board) will be required to work on shift, covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days.



CERTIFIED CORRECT

[Signature]

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

25 September 2017

Date.....