

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

Ministry: Civil Service and Administrative Reforms
Post: Handy Worker
Salary: Rs 9,450 x 225 – 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,175 (24 10 35)
Effective Date: 28 April 2014
Qualifications: By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.

NOTE

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

- Duties:**
1. To clean, among others, offices, stores, drains, gutters and maintain the physical environment at a good standard.
 2. To load, unload and move stores items, furniture, equipment and other materials.
 3. To attend to visitors.
 4. To collect keys and deposit same from/to Police Station/Police Post.
 5. To destroy and dispose of waste materials.
 6. To accompany officers in government vehicles, as and when required.
 7. To open and close gate, and control entry traffic, as and when required.
 8. To keep a register for recording the date, number of vehicles/persons entering the premises, purpose of visit, time of entry and exit.
 9. To clean electrical appliances.
 10. To perform simple gardening duties, as and when required.
 11. 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 Handy Worker in the roles ascribed to him.

CERTIFIED CORRECT

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

28 April 2014

Date.....

