

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

- Ministry:** Health and Quality of Life
- Post:** Driver/Handy Worker (Skilled) (Ex-NATReSA)
- Salary:** Rs 13,010 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 23,975 (24 023 052) (Personal)
- Effective Date:** 01 November 2018
- Qualifications:** By appointment of employees in the grade of Driver/Handy Worker (Skilled) on the establishment of the former National Agency for the Treatment and Rehabilitation of Substance Abusers (NATReSA) who have been redeployed to the Ministry of Health and Quality of Life.

NOTE

Driver/Handy Workers (Skilled) (Ex-NATReSA) will be required to obtain a service driving licence (manual gear).

- Duties:**
1. To drive Government vehicles for the conveyance of staff, materials and equipment in connection with the activities of the Ministry.
 2. To carry out simple checks/maintenance tasks including –
 - (i) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (ii) checking of engine oil-level and topping up, if necessary and reporting any unusual oil consumption;
 - (iii) checking, testing and cleaning of fuel pump and carburetor;
 - (iv) checking brake and clutch, master cylinders and topping up, if necessary;
 - (v) checking of wheel nuts for wheel tightness including spare wheel;
 - (vi) cleaning and preventive servicing of the vehicle under his responsibility;

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

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- (vii) topping up of battery; and
 - (viii) keeping fuel lines free of dirt and water.
3. To report any defect observed to the officer in charge of transport and take the vehicle to workshop for repair/servicing, as instructed by the latter.
 4. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
 5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
 6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
 7. To comply with road traffic regulations.
 8. To help in handling and cleaning technical equipment and other store items.
 9. To operate simple audio-visual equipment.
 10. To open and close offices.
 11. To handle, carry, pack, load and unload stores items, furniture, equipment and other items.
 12. To open and close gate, as and when required.
 13. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.

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14. 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 Driver/Handy Worker (Skilled) (Ex-NATReSA) in the roles ascribed to him.

Note

1. Driver/Handy Workers (Skilled) (Ex-NATReSA) may be required to work outside normal working hours including Sundays and Public Holidays.
2. Driver/Handy Workers (Skilled) (Ex-NATReSA) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.



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