

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

Ministry: Local Government and Outer Islands (Fire Services)
Post: Handy Worker
Salary: Rs 7,200 x 200 – 10,200 x 250 – 11,200 (24 06 25)
Effective Date: 23 August 2011
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 employees possessing the Certificate of Primary Education, consideration will be given to those who show proof of being literate.

- Duties:**
1. To open, clean and close stores.
 2. To handle, carry, pack, load and unload stores items, goods and other materials.
 3. To open packages, crates, etc.
 4. To remove all packing materials, empty crates, etc. to appropriate places for their eventual disposal.
 5. To wash, clean and stow empties.
 6. To collect and despatch stores correspondence.
 7. To perform simple maintenance works.
 8. 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

[Handwritten Signature]

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

Date..... 23 AUG 2011