

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

<b><u>Ministry:</u></b>	Health and Wellness
<b><u>Post:</u></b>	Driver (Heavy vehicles above 5 tonnes)
<b><u>Salary:</u></b>	Rs 17,565 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 29,875 (24 033 061)
<b><u>Effective Date:</u></b>	27 October 2021
<b><u>Qualifications:</u></b>	By selection from among employees in the grade of Driver (Ordinary vehicles up to 5 tonnes) on the permanent and pensionable establishment of the Ministry who possess a Goods Vehicle Driving Licence (manual gear) and who have good eyesight.

**NOTE 1**

In the absence of employees in the grade of Driver (Ordinary vehicles up to 5 tonnes) on the permanent and pensionable establishment of the Ministry who possess a Goods Vehicle Driving Licence (manual gear) and who have good eyesight, by selection from among employees on the permanent and pensionable establishment of the Ministry who –

- (i) possess the Certificate of Primary Education;
- (ii) possess a valid Goods Vehicle Driving Licence (manual gear);
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have good eyesight.

**NOTE 2**

In the absence of qualified employees on the permanent and pensionable establishment of the Ministry, by selection from among serving employees on the permanent and pensionable establishment who possess the qualifications at (i) – (iv) under NOTE 1 above.

**NOTE 3**

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

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CERTIFIED CORRECT

*P. Neerunjun*  
P. Neerunjun (Mrs)  
for Secretary for Public Service

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**NOTE 4**

Selected candidates will be required to –

- (a) undergo a medical test to be carried out by the Ministry to assess their eyesight; and
- (b) obtain a Special Service Driving Licence for Goods Vehicle (manual gear).

**Duties:**

- 1. To drive buses, lorries and other vehicles above 5 tonnes.
- 2. To drive cars, vans and caravans, as and when required.
- 3. To carry out simple checks/maintenance tasks including –
  - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
  - (b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
  - (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
  - (d) checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
  - (e) monitoring mileage run/period vehicle is used, and informing the officer in charge of transport when servicing is due;
  - (f) washing and cleaning the vehicle's body and interior;
  - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
  - (h) checking of battery electrolyte level and topping up, as and when necessary; and
  - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.

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4. 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.
5. To report any defect observed to the officer in charge of transport and take vehicle to workshop for repair/servicing as instructed by the latter.
6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
7. 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.
8. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
9. To ensure the security of all equipment in the vehicle including the Global Positioning System (GPS), Public Address System and lightbar modules including the driver token allocated to him.
10. 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 (Heavy vehicles above 5 tonnes) in the roles ascribed to him.

**Note**

1. Drivers (Heavy vehicles above 5 tonnes) may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.
2. Drivers (Heavy vehicles above 5 tonnes) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

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