

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

- Ministry:** Health and Wellness
- Post:** Stores Attendant
- Salary:** Rs 13,975 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,025 (24 019 050)
- Effective Date:** 19 May 2022
- Qualifications:** By selection from among employees on the permanent and pensionable establishment of the Ministry who –
- (i) possess the Certificate of Primary Education; and
 - (ii) have a good knowledge of stores duties and are familiar with common items of stores.

NOTE 1

In the absence of employees on the permanent and pensionable establishment of the Ministry possessing the qualification at (i) above, consideration will be given to those who show proof of being literate.

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) and (ii) above.

NOTE 3

In the absence of candidates under "NOTE 2" possessing the qualification at (i) above, consideration will be given to those who show proof of being literate.

- Duties:**
1. To be responsible to the officer in charge of procurement and supply section for –
 - (i) opening and closing of stores apertures as required;
 - (ii) cleaning the stores premises;

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

19 May 2022

Date.....

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- (iii) collecting, loading, unloading and conveying stores items;
 - (iv) opening packages, crates and cases;
 - (v) handling all stores items as required;
 - (vi) removing all packing materials and empty crates to appropriate places for their eventual disposal;
 - (vii) packing stores items as required;
 - (viii) washing, cleaning and stowing empty containers;
 - (ix) collecting and despatching stores correspondence as required;
 - (x) simple maintenance of storage and handling of equipment;
 - (xi) placing and arranging items of stores on shelves and maintaining them clean and in order; and
 - (xii) assisting in any work of similar nature such as inventories and surveys.
2. 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 Stores Attendant in the roles ascribed to him.



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