

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

Ministry: Health and Quality of Life

Post: Linen Officer

Salary: Rs 5,675 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 11,400 (09 08 36)

Effective Date: 3 March 2005

Qualifications: By selection from among candidates who –

- (a) can show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission; and
- (b) possess a certificate in the field of cutting and sewing from a recognised institution obtained after at least 10 months/220 hours training or an equivalent qualification acceptable to the Public Service Commission.

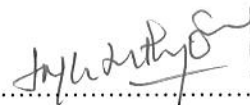
Duties:

1. To be responsible to the Senior Linen Officer or Hospital Administrator or officer-in-charge of the institution through the Executive Officer (Health Services) for:

- (a) ordering, receiving and issuing hospital linen as well as clothing items and keeping record thereof;
- (b) cutting, mending and sewing hospital linen as well as clothing items;
- (c) the laundering services and certification of claims in connection thereof;
- (d) sorting out and listing items to be condemned in accordance with the provisions of the Financial Management Manual (FMM);
- (e) ensuring that only serviceable items of hospital linen are distributed for use; and
- (f) ensuring that sufficient quantities of linen items are available to meet the need of the institutions and annexes.

2. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT



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

Date..... **03 MAR 2005**

