

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Department: Land Transport, Shipping and Public Safety  
Post: Driver  
Salary: Rs 3,100 x 100 - 4,000 x 125 - 5,000 x 150  
- 5,150 (MGG 29)  
Effective Date: 18 May, 1998  
Qualification: By selection from among employees on the  
permanent and pensionable establishment  
who:-  
(i) possess the Certificate of  
Primary Education;  
(ii) possess a valid driving licence  
to drive cars or vans or lorries  
up to 5 tons;  
(iii) have a basic knowledge of  
mechanics and simple vehicle  
maintenance; and  
(iv) have a good eyesight.

NOTE 1:

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

NOTE 2:

Selected candidates will be required to:-

- (a) undergo a medical test to be carried  
out by the Ministry of Health and  
Quality of Life to assess their  
eyesight;

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(b) obtain a service driving licence.

Duties:

1. To drive Government vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Ministry.
2. To carry out simple maintenance tasks including:
  - (a) checking of radiator and filling up with water if necessary;
  - (b) checking of engine oil-pump and topping up if necessary;
  - (c) testing and cleaning fuel pump and carburettor;
  - (d) checking brake and clutch, master cylinders and topping up if necessary;
  - (e) checking wheel nuts for wheel tightness, including spare wheel;
  - (f) reporting any defect to responsible officer;
  - (g) cleaning and preventive servicing of the vehicle under his responsibility;
  - (h) lubricating of vehicles;
  - (i) topping up of battery; and
  - (j) keeping fuel lines free of dirt and water.

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3. 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 etc. in the event of breakdown on the road.
4. To help, whenever required, the Mechanics when the vehicle under his charge is under repairs.
5. To keep a log book.
6. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents as and when required.
7. To perform such cognate duties as may be assigned.

NOTE 1:

Drivers should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver for his vehicle.

NOTE 2:

Drivers may be required to work outside normal working hours including Sundays and Public Holidays.

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