

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

- Department:** Office of the Vice-President
- Post:** Butler
- Salary:** Rs 7,500 x 175 - 8,200 x 200 - 9,000 x 250 - 10,000 x 300 - 10,600 x 400 - 11,000 (24 20 35)
- Effective Date:** 16 April 2004
- Qualifications:** Candidates should:
- (i) possess the Certificate of Primary Education;
 - (ii) have a good health and an outward looking appearance; and
 - (iii) have good communication skills.
- Duties:**
1. To assist in the general housekeeping duties.
 2. To ensure that the Vice-President's clothes are clean and pressed and that all shoes are clean and polished, including those of any male guests under his care.
 3. To clean and keep clean and tidy the bedroom, wardrobe, study, bathroom and lounge used by the Vice-President and of any guests residing at the Residency.
 4. To make all physical arrangements before, during and after the arrival/departure of any guest/s or any function.
 5. To attend at main door for arrival and departure of guests.
 6. To attend on the Vice-President, his family and the house guests.
 7. To serve the Vice-President, his family and the guests.
 8. To wait at table and serve at functions whenever required.
 9. To answer telephone calls and to take and transmit messages.
 10. To perform such cognate duties as may be assigned.

NOTE

The Butler may be required to work outside normal working hours and on Sundays and Public Holidays whenever required.

CERTIFIED CORRECT

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

Date16 APR 2004.....

