

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

Department: Police

Post: Tradesman's Assistant

Salary: Rs 5,300 x 125 – 5,675 x 150 – 7,325 x 175 – 8,025 (25 05 23)

Effective Date: 3 March 2006

Qualifications: By selection from among serving employees on the permanent and pensionable establishment of the Police Department who:-

- (a) possess the Certificate of Primary Education; and
- (b) have proven knowledge and experience in the appropriate trade.

Note 1

In the absence of suitably qualified serving employees of the Department, by selection from among candidates possessing the qualifications at (a) and (b) above.

Note 2

Tradesman's Assistants will be required to pass the appropriate trade test to be eligible for appointment as Tradesman.

Candidates should produce written evidence of knowledge/experience claimed.

- Duties:**
1. To work under the supervision of the officer in charge of the section.
 2. To be familiar with the tools of the trade and to use them to perform operations, as appropriate, under the guidance of the Tradesman so as to develop gradually the skills necessary for the trade.
 3. To carry out simple repair work.
 4. To be able to read and work from dimensioned plans, drawing and sketches.
 5. To assist the Tradesman in the performance of his duties.
 6. To ensure, under the Tradesman's guidance, that all tools, equipment and accessories used in the trade are kept clean and in good working order.
 7. To assist in the recovery of the accidented or broken down vehicles on the road or outside the workshop.

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R. R. U.

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

Date..... **03 MAR 2006**

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8. To clean the workplace and its vicinity daily and to carry out a general cleaning at least once weekly (including workshop compound) and ensure that it is kept clean at all times.
9. To perform such cognate duties as may be assigned.

NOTE

Tradesman's Assistants will be responsible to the officer in charge of the workshop through the officer in charge of the section.

Tradesman's Assistants may be required to work outside normal working hours including Sundays and Public Holidays.



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