

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

Department: Police

Post: Wardress/Attendant (on roster) *Wardress (on roster) CEO 2008*

Salary: Rs 5,675 x 150 – 7,325 x 175 – 8,200 x 200 – 8,400 (24 08 25)

Effective Date: 26 July 2005

Qualifications: By selection from among candidates who –

- (i) reckon at least nine years’ experience as Police Wardress;
- (ii) possess qualities such as reliability and trustworthiness; and
- (iii) have a positive attitude towards work.

Duties:

1. To be responsible to the Commissioner of Police through the Divisional Commander where posted –
 - (i) to search and guard female prisoners in police custody;
 - (ii) to escort female prisoners to court and back to cells;
 - (iii) to accompany Police Officers when searching the residence of female prisoners suspected in drug cases;
 - (iv) to collect the keys of the female cells and deposit them safely, where required;
 - (v) to open and close female cells; and
 - (vi) to clean the female prison cells and maintain them at a good cleaning standard.
2. To perform such cognate duties as may be assigned.

Note

1. Wardresses/Attendants (on roster) will be required to work on a roster basis and at odd hours including Sundays, Public Holidays and officially declared cyclone days whenever their services are required and to comply with such instructions regarding security and discipline as may be issued by the Commissioner of Police.
2. They may be called upon to work for longer hours in cases of emergency, etc.



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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date **26 JUL 2005**