

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

- Ministry:** Prime Minister's Office (Civil Status Division)
- Post:** Handy Worker
- Salary:** Rs 10,950 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 18,450 (24 015 041)
- Effective Date:** 11 January 2017
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.


**NOTE**

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

- Duties:**
1. To open and close store premises under the supervision of an officer of the Procurement and Supply Cadre.
  2. To load, unload and move stores items, furniture, equipment and other materials.
  3. To collect and despatch correspondence, as and when required.
  4. To clean office premises and maintain the physical environment at a good standard.
  5. To destroy and dispose of waste materials.
  6. To clean electrical appliances.
  7. To attend to visitors.
  8. To usher in/guide visitors to officers/sections concerned and maintain a record of such visits, as and when required.

/2...

CERTIFIED CORRECT

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

11 January 2017

Date.....




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

-2-

9. To place and arrange items of stores on shelves and to maintain them clean and in an orderly manner.
10. To accompany officers in government vehicles, as and when required.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Handy Worker in the roles ascribed to him.



CERTIFIED CORRECT

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

11 January 2017

Date.....