

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

- Ministry:** Social Security, National Solidarity and Reform Institutions
- Post:** Driver (Heavy Vehicles above 5 tons)
- Salary:** Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 22,925 (24 25 48)
- Effective Date:** 15 January 2015
- Qualifications:** By selection from among Drivers (Ordinary Vehicles up to 5 tons) and Drivers (on roster) on the permanent and pensionable establishment of the Ministry who possess a Goods Vehicle Driving Licence (manual gear).

NOTE

Selected candidates will be required to obtain a Special Service Driving Licence for Goods Vehicle (manual gear).

- Duties:**
1. To drive buses and other vehicles above 5 tons.
 2. To drive cars and vans, as and when required.
 3. To carry out simple checks/maintenance tasks including –
 - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
 - (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (d) checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (e) monitoring mileage run/period vehicle is used, and informing the officer in charge of transport when servicing is due;

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- (f) washing and cleaning the vehicle's body and interior;
 - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (h) checking of battery electrolyte level and topping up, as and when necessary; and
 - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
4. To report any defect observed to the officer in charge of transport and take vehicle to workshop for repair/servicing as instructed by the latter.
 5. 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 in the event of breakdown on the road.
 6. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
 7. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
 8. To help in loading and unloading vehicles, as and when required.
 9. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.

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10. 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 Driver (Heavy Vehicles above 5 tons) in the roles ascribed to him.

Note

1. Drivers (Heavy Vehicles above 5 tons) may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.
2. Drivers (Heavy Vehicles above 5 tons) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.



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