

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

- Ministry:** Environment, Solid Waste Management and Climate Change
(Environment and Climate Change Division)
- Post:** Resource Centre Attendant
- Salary:** Rs 14,725 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 –
21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 23,950 (24 022 052)
- Effective Date:** 12 October 2022
- Qualifications:**
- A. By selection from among employees on the permanent and pensionable establishment of the Ministry who possess the Certificate of Primary Education or the Primary School Achievement Certificate.
- B. Candidates should –
- (i) possess qualities such as reliability and trustworthiness; and
- (ii) have a positive attitude towards work and be able to get on well with people.

NOTE

In the absence of candidates possessing the qualifications at A above, consideration will be given to those who show proof of being literate.

- Duties:**
1. To open and close the Resource Centre.
 2. To clean and dust the rooms, including window panes, furniture and materials of the Resource Centre and maintain the physical environment at a good standard.
 3. To run official errands, including the despatch of correspondence, forms and materials, documents and faxes and answer telephone calls.
 4. To keep watch over the Resource Centre during opening hours.
 5. To assist in sorting and arranging materials pertaining to the Resource Centre for shelving and assist in stock-taking and write-off, whenever required.

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CERTIFIED CORRECT



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S. Nundloll
for Secretary for Public Service

12 October 2022

Date.....



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6. To prepare stationery, book jackets and process all relevant materials for shelving including doing minor book repairs.
7. To open and close offices, as and when required.
8. 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 Resource Centre Attendant in the roles ascribed to him.

CERTIFIED CORRECT



S. Nundloll

for Secretary for Public Service

12 October 2022

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