

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

- Department:** Public Service Commission and Disciplined Forces Service Commission
- Post:** Gateman
- 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 – 18,075 (24 015 040)
- Effective Date:** 13 February 2017
- Qualifications:**
- A. By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.
- B. Candidates should –
- (i) be courteous; and
- (ii) possess good communication skills.

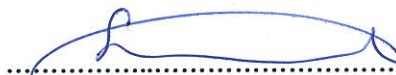
NOTE

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 the gate of the Office.
 2. To control entry traffic and ensure that security at the gate is preserved at all times.
 3. To direct candidates to the interviewing board.
 4. To keep a register of visitors and record the nature of business of each visitor.
 5. To keep a register of vehicles entering and leaving the premises.
 6. To attend to and direct visitors.
 7. 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 Gateman in the roles ascribed to him.



CERTIFIED CORRECT



for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

13 February 2017

Date.....