

SCHEME OF SERVICE

Organisation: Gambling Regulatory Authority

Post: Driver/Office Auxiliary

Salary: **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**

Qualifications: A. A Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level" either in (i) five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Authority.

B. Candidates should –

- (i) possess a valid driving license (manual gear) to drive cars or vans up to five tons;
- (ii) have a basic knowledge of mechanics and simple vehicle maintenance;
- (iii) have good eyesight;
- (iv) have a high sense of responsibility and confidentiality; and
- (v) possess communication skills.

Duties: 1. To drive vehicles of the Gambling Regulatory Authority for the

conveyance of staff, officials and other authorised persons, materials, and equipment in connection with the activities of the Authority.

2. 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 of 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 inform the officer in charge of transport when servicing is due;
- (f) washing and cleaning the vehicle's body and interiors;
- (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.
3. To report any defect observed to the officer in charge of transport and taking of vehicle to workshop for repair/servicing as instructed by the latter.
4. 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.
5. 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.
6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
7. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, photocopying of documents, press cuttings, circulars and other papers.
8. To be in attendance at the reception counter, direct visitors and keep visitors' books, as and when required.
9. To clean office premises.
10. To operate a simple telephone switchboard, if required.
11. To keep a high standard of maintenance of the Gambling Regulatory Authority.
12. To assist in the organisation of events.
13. 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/Office Attendant in the roles ascribed to him.

Note

1. Driver/ Office Attendant (on roster) will be required to work on a roster basis including Saturdays, Sundays and Public Holidays.
2. Driver/ Office Attendant (on roster) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.