SCHEME OF SERVICE

Organisation: Rajiv Gandhi Science Centre Trust Fund

Post: Driver (Heavy vehicles above 5 tons)/Handy Worker (formerly Driver/Handy Worker)

Salary: Rs 26645 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 40110 (RGSC 13)

Qualifications: By selection from among candidates who –

(i) possess the Certificate of Primary Education or the Primary School Achievement Certificate;

(ii) possess a valid driving licence to drive cars, vans, heavy vehicles and bus;

(iii) have a basic knowledge of mechanics and simple vehicle maintenance; and

(iv) have good eyesight.

NOTE

Selected candidates will be required to undergo a medical test to assess their eyesight and physical fitness.

Duties:

1. To drive buses, lorries and other heavy vehicles above 5 tons.

2. To drive cars and vans, as and when required.

To carry out simple checks/maintenance tasks including –

(i) checking of radiator or overflow tank for water level and filling up with water, if necessary;

(ii) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;

(iii) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;

(iv) checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;

(v) monitoring mileage run/period vehicle is used, and informing the officer in charge of transport when servicing is due;

(vi) washing and cleaning the vehicle's body and interior;

(vii) ensuring that the interior of the vehicle is kept clean at all times and free of dust;

(viii) checking of battery electrolyte level and topping up, as and when necessary; and

(ix) 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.

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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 comply with road traffic regulations.

10. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.

11. To handle, carry, pack, load and unload store items, furniture, equipment and other items.

12. 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)/Handy Worker in the roles ascribed to him.

Note

1. The Driver (Heavy Vehicles above 5 tons)/Handy worker may be required to work outside normal working hours including Sundays and Public Holidays.

2. The Driver (Heavy Vehicles above 5 tons)/Handy worker should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.