

SCHEME OF SERVICE

POST: Driver/Handy Worker (on roster)

SALARY: Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975 (NEF 5)

Qualifications: By selection from employees of the NEF who:

- (a) possess the Certificate of Primary Education;
- (b) possess a valid driving licence (manual gear) to drive cars or vans or lorries up to five tons;
- (c) have a basic knowledge of mechanics and ability to attend to minor repairs in case of breakdown and maintenance of the vehicle; and
- (d) have good eyesight.

AND

reckon at least five years' experience as Driver.

Note

The selected candidates will be required to undergo a medical test to assess their eye sights.

DUTIES

1. To drive the vehicles of the NEF for the conveyance of staff and visitors, materials and equipment in connection with the activities of the NEF.
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) testing and cleaning fuel pump and carburetor,
 - (d) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (e) checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven /abnormal wear;



- (f) keeping engine compartment free of dirt, oil or grease;
 - (g) carrying out preventive servicing of the vehicle under his responsibility;
 - (h) washing and cleaning of the vehicle's body, and interiors;
 - (i) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (j) checking of battery electrolyte level and topping up, as and when necessary; and
 - (k) 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 responsible officer and take the 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 open and close offices.
 8. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
 9. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
 10. To clean premises and to maintain the physical environment at a good standard.
 11. To ensure that all switches/lights are turned off before leaving the office every afternoon.
 12. To operate a telephone switchboard/PBAX console.
 13. To operate office equipment such as duplicating, photocopying and fax machines.
 14. To respond to calls.
 15. To be in attendance at the reception counter of the NEF, as and when required.
 16. To assist in the arrangement of furniture and equipment within office premises.
 17. To perform simple binding duties.



18. To carry out spraying and fogging.
19. To trim hedges, mow lawn, prune and scythe plants.
20. To do weeding and planting works.
21. To clean the environment, destroy and dispose of pests and waste.
22. To paint as and when required.
23. 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/Attendant in the roles ascribed to him.

Note

The Driver/Handy Worker may be required to work outside normal working hours, including Saturdays, Sundays, and Public Holidays.

Approved by : The Board of Directors at its 131st meeting

Signature : 

Name : J. F. Chaumière

Designation : Chief Executive Officer

Date: : 08 September 2021

