

# BEACH AUTHORITY

**POST: Driver**

**Note:**

Salary Scale: Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 (BA 3)

**Age limit:** Candidates, unless already in the public service, should not have reached their 40<sup>th</sup> birthday by the closing date for submission of Applications.

**Qualifications:**

- A. The Certificate of Primary Education.
- B. A valid driving licence to drive cars or vans up to five tons.
- C. A basic knowledge of mechanics and simple vehicle maintenance.
- D. A good eyesight.

**Note:**

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

**Duties:**

- 1. To drive vehicles of the Beach Authority for the conveyance of staff and officials, materials and equipment in connection with its activities.
  - 2. To carry out simple maintenance tasks including:
    - (a) checking of radiator and filling up with water, if necessary;
    - (b) checking of engine oil pump and topping up, if necessary;
    - (c) testing and cleaning of fuel pump and carburetor;
    - (d) checking brake and clutch, master cylinders and topping up, if necessary;
    - (e) checking wheel nuts for wheel tightness including spare wheel;
    - (f) reporting any defect to the responsible officer;
    - (g) cleaning and preventive servicing of the vehicle under his responsibility;
    - (h) topping up of battery;
    - (i) keeping tyres pumped to specifications; and
    - (j) ensuring regular servicing of vehicles.
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3. 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.
  4. To keep a log book.
  5. To help in loading and unloading of items in the vehicle.
  6. To perform messengerial duties such as :
    - (a) Running errands;
    - (b) Dispatch of correspondence;
    - (c) Distribution of files and documents, as and when required;
    - (d) Photocopying of documents, press cuttings, circulars and other papers;
    - (e) Attending the reception counter, directing visitors and keeping visitor's Book;
    - (f) Opening and closing of offices.
  7. To clean office premises and to maintain the physical environment at a good standard.
  8. To operate a simple telephone switchboard, as and when required.
  9. To perform such cognate duties as may be assigned.
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**Date: 12 April 2024**

*Rm/lc/sc*