STATE TRADING CORPORATION

SCHEME OF SERVICE

Post : Driver

Code : STC 4

Salary : **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**

Qualifications :

(i) Must be in possession of a Driver's Licence delivered by the Police Department for the type of vehicle/s he will be required to drive.

(ii) Must have good eyesight.

(iii) Must be able to read, write and speak English and French.

Duties :

1. To drive a vehicle proficiently both by day and by night.
2. To negotiate narrow bridges and narrow roads.
3. To change a tyre, mend a puncture, and use a tyre gauge.
4. To effect minor repairs to his vehicle on the road.
5. To carry out simple maintenance tasks covering cleaning of engine and chassis, lubrication of his vehicle and topping up of battery.
6. To change battery and remedy simple faults in the ignition and lighting systems.
7. To help, whenever required, the mechanics when his vehicle/s is/are under repair.
8. To keep his vehicle clean at all times.
9. To make out time sheets and to keep log books.
10. To perform on and off, certain messengerial duties such as running errands, despatch work etc.
11. 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 in the roles ascribed to him.