

# National Library

## Scheme of Service

<b>Post</b>	Office Attendant/Driver
<b>Salary:</b>	Rs6,125 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 (NL 2)
<b>Qualifications:</b>	<ul style="list-style-type: none"><li>A. A Certificate of Primary Education.</li><li>B. A valid driving licence to drive cars or vans or minibuses or lorries up to 5 tons.</li><li>C. A basic knowledge of mechanics and simple vehicle maintenance.</li><li>D. A good eyesight.</li></ul>
<b>Duties:</b>	<ul style="list-style-type: none"><li>1. To drive the National Library's vehicles for the conveyance of staff and officials, materials and equipment in connection with the activities of the organisation.</li><li>2. To carry out simple maintenance tasks including:<ul style="list-style-type: none"><li>(a) checking of radiator and filling up with water, if necessary;</li><li>(b) checking of engine oil-pump and topping up, if necessary;</li><li>(c) testing and cleaning fuel pump and carburetor;</li><li>(d) checking brake and clutch, master cylinders and topping up, if necessary;</li><li>(e) checking wheel nuts for wheel tightness including spare wheel;</li><li>(f) reporting any defect to responsible officer;</li><li>(g) cleaning and preventive servicing of the vehicle under his responsibility;</li></ul></li></ul>

- (h) topping up of battery;
  - (i) keeping fuel lines free of dirt and water;
  - (j) ensuring regular servicing of vehicle.
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 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 the Library.
6. To perform such cognate duties as may be assigned.

**Note:** Office Attendant/Drivers may be required to work outside working hours.