

# THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

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## **Post: General Services Assistant**

- Qualifications:** A. Candidate should:
- (i) show proof of having read up to Form III or Grade 9;
  - (ii) possess good interpersonal and communication skills; and
  - (iii) have a basic knowledge of proper housekeeping, gardening or any other unskilled manual works

### **Candidate should produce written evidence of knowledge/experience claimed.**

- Duties:**
1. To clean and maintain the physical environment of office and premises including yards, floors, walls, windows, glass panes, staircases, corridors and toilets at a good standard.
  2. To handle, collect, load, unload, move stores items, furniture, equipment and other materials.
  3. To remove packaging materials, empty boxes to appropriate places for eventual disposal as well as arrange items of stores on shelves in a clean, safe and orderly manner.
  4. To open and close stores premises under the supervision of an officer of the Procurement and Supply Cadre.
  5. To collect and despatch stores correspondences.
  6. To open and close gate and control entry traffic whenever required.
  7. To clean electrical appliances, and other equipment used at the Institute and Technical Education Centres.
  8. To prepare and serve tea as and when required.
  9. To carry out any unskilled manual tasks, gardening duties, collection and disposal of refuse.
  10. To operate and effect simple maintenance and repairs of equipment under the supervision of an officer.
  11. To carry our simple repair works and other operations as part of a team and ensure that all tools and equipment used are kept in good working conditions.
  12. To assist drivers in effecting minor repairs of the vehicles, including unmounting and changing of tyres and performing other ancillary works associated with the day to day running of the vehicles.

13. 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 General Services Assistant in the roles ascribed to him.

**Salary:**(Negotiable based on qualification and proven work experience)  
Minimum /Starting point Rs13,745 (within range Rs13,745 --22,225)