

ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

- Post:** Driver/Messenger
- Reporting Relationship:** To the General Manager or any other officer designated by the Board.
- Salary:** Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 22,225 x 400 – 23,425 x 525- 26,050 x 675 – 27,400.
- Qualification & Experience:** A Cambridge School Certificate together with at least three years' relevant experience.
- Candidates should –
- (a) possess a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons;
 - (b) have a basic knowledge of mechanics and simple vehicle maintenance;
 - (c) have good eyesight; and
 - (d) Possess good communication skills.
- OR**
- Any other qualification acceptable to the Board.
- Duties:**
1. To drive with proper care the vehicles of the RBSEB for the conveyance of staff, materials and equipment in connection with the activities of the organization and perform escort related tasks as directed.
 2. To carry out simple checks/maintenance tasks including:-
 - (i) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (ii) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
 - (iii) testing and cleaning fuel pump and carburator;
 - (iv) checking of master cylinders, oil reservoir for proper level and topping up, if necessary;
 - (v) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (vi) keeping engine compartment free of dirt, oil or grease;
 - (vii) carrying out preventive servicing of the vehicle under responsibility;
 - (viii) washing and cleaning of the vehicles' body, underbody and interiors;

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- (ix) ensuring that the interior of the vehicle is kept clean at all time and free of dust;
 - (x) checking of battery electrolyte level and topping up, as and when necessary; and
 - (xi) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect to responsible officer.
 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 mechanics when the vehicle under his charge is under repairs.
 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 run official errands, including the dispatch of correspondence, forms and materials and the distribution of files, documents and faxes.
 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 office every afternoon.
 - 12 To operate a telephone switchboard/PABX console, whenever required.
 - 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 Authority as and when required.
 - 16 To assist in the arrangement of furniture and equipment within office premises.

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17 To perform simple binding duties.

18 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/Messenger in the roles ascribed to him.

NOTE

The Driver/Messenger may be required to work outside normal working hours.

Date: 13 March 2026