



## NATIONAL TRANSPORT CORPORATION

### SCHEME OF SERVICE

**Post:** Technical and Mechanical Officer/ Senior Technical and Mechanical Officer

**Salary:** Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 (NTC 20)

**Qualifications:** A. A diploma in Mechanical Engineering or Automobile Engineering or Mechatronics with Automobile Engineering as a major component from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should-

- (i) reckon at least two years' experience in an Automobile Workshop;
- (ii) possess effective analytical and problem-solving skills as well as a sound judgement;
- (iii) have the ability to manage and motivate staff;
- (iv) possess good interpersonal and communication skills; and
- (v) be computer literate.

Candidates should produce written evidence of experience/ knowledge claimed.

**Duties:** 1. To be responsible to the Chief Engineer or the Regional Manager for the performance of the following duties:-

- (i) to check and inspect buses on the roads and in the Workshop;
- (ii) to analyse records on consumption of fuel, oil, tyres, spare parts and batteries etc and to take remedial action, where necessary;
- (iii) to ensure that repair works are properly done, recorded and accounted for;
- (iv) to develop and conduct appropriate training course for the workshop personnel;



- (v) to perform root cause analysis of technical problems and propose remedial actions; and
  - (vi) to prepare and submit statements and reports to the NTC Regional Manager and Head Office.
2. To be responsible for the proper running of the Workshop and Stores section.
  3. To carry out preventive maintenance on all vehicles of the NTC.
  4. To advise officers of the Procurement and Supply Section on parts which are not readily available.
  5. To ensure proper housekeeping at the Workshop.
  6. To use ICT in the performance of his duties.
  7. 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 Technical and Mechanical Officer/ Senior Technical and Mechanical Officer in the roles ascribed to him.

Prescribed on: 30 January 2020

Salary amended as per PRB 2021

01 August 2023

