



NATIONAL TRANSPORT CORPORATION

SCHEME OF SERVICE OF CASUAL CONDUCTOR

POST: Casual Conductor

BASIC

REQUIREMENTS: (i) Possessing a valid conductor's licence;
(ii) Secondary Education;
(iii) Age: 22 years above.

SALARY: (a) For the first four hours on any normal working day -Rs 361.13
(b) For every subsequent hour not exceeding four hours -Rs 90.29
(c) For every subsequent hour exceeding eight hours -Rs 135.44

DUTIES: Bus conductor means an employee who is in possession of his conductor's licence and who performs the following duties:-

1. He shall while on duty be in possession of his conductor's licence and display his conductor's badge on the left side of his chest;
2. He shall refer to the duty chart daily for his duty on the next day and report for duty in time;
3. He shall not smoke in the bus while on duty;
4. He shall behave in a civil and orderly manner with passengers;
5. Taking and handling over of the Ticket Issuing Machine and Electronic Ticketing Machine;
6. Checking the proper functioning of the Ticket Issuing Machine, adjusting its dates, route number and stage number with the assistance of the Driver whenever not in possession of the Electronic one;
7. Checking the proper functioning of the ceiling lights, windows, doors, bells and the cleanliness of the bus;

8. He shall not save for good and sufficient reason refuse to carry a passenger tendering the legal fare. He should be conversant, familiar with relevant rules and regulation, regarding carriage of passengers;
9. Collecting the exact fares from and issuing tickets to passengers and controlling the entry and setting down passengers at bus stops and terminus;

Work according to rules and regulations.

10. Ensuring that all passengers are issued with tickets of the correct value for their destination and making entries in the waybill at places specified by responsible officer.
11. Helping the driver on the road at the bus stops and terminus announcing him to stop or to proceed (and in accordance with regulations).
12. Complying with instruction from officers of the Traffic Section.
13. He shall not be under the influence of alcohol or intoxicating liquor (as given in regulation).
14. He shall assist, give caution to his driver while reversing the vehicle.
15. He shall ensure that destination indicators both in the front and rear are properly and correctly displayed.
16. Handling over cash takings to the Cashier.
17. Performing cognate duties.
18. Other cognate duties may be assigned by responsible officer.
19. Remarks in waybills in case of delays.
20. For 'Special Routes'.

07 July 2022