

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION**

- 1.1 Position Title:** Sr. Motor Vehicle Inspector I
- 1.2 Position Level:** S1
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Land Transport Services
- 1.5 Job Code No:** 19.820.20
- 1.6 Job Location (*Complete as appropriate*):** RSTA Regional Offices  
**Ministry:** - Ministry of Information and Communications.  
**Department:** - Road Safety and Transport Authority  
**Division:** - Transport Management and Contract Administration  
**Section:** - Unit:-
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** RTO/ Base Transport Officers
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- 2. PURPOSE, DUTIES & RESPONSIBILITIES** (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

**Purpose:** To monitor and ensure safety for all road users, supervision of the tests and inspection.

SI No	Duties and Responsibilities	% of Time
1	Review the Driving test both for Theoretical/Practical conducted by the Motor Vehicle Inspector.	20
2	Attend, review and compile motor vehicle accident reports and submit to RTO.	20

3	Advise the RTO on Safety of all types of vehicles and related documents.	15
4	Monitor and Supervise Highway checking and issue Transport Infringement Notice to the traffic offenders. Compile Auto emission test results.	10
5	Review the half yearly and yearly Motor Vehicle fitness test of all types of vehicles and collect fee	10
6	Administer and manage the base office	10
7	Monitor and conduct pre-departure inspect of the passenger buses departing from his base	5
8	Execute and affect motor vehicle registration renewal and process driver's license of those applicants reporting to the base.	5
9	Issue permits to carry passengers to trucks and buses as and when required	5

**3. KNOWLEDGE AND SKILLS REQUIREMENTS:** *Minimum requirement for performance of work described (Level of knowledge, Education and/ or skills. If University Degree is required, indicate appropriate field of study and level of degree.)*

**3.1 Education:** Cl. XII with Diploma

**3.2 Training:** Should have undergone training at least minimum of 6 months to one year practical training in a reputed Technical Institute in repair of motor vehicles.

**3.3 Length and type of practical experience required:**

Minimum of 4 years experience as Sr. MVI II. Enough experience in keeping record of emission tests result or equivalent experience.

**3.4 Knowledge of language(s) and other specialized requirements:**

- Should have good Auto Mechanical knowledge.
- Should be able to communicate well with the public in safety measures.

- Brief knowledge of Road Safety and Transport Act and Regulation.
- Theory and practical knowledge on repair and maintenance of motor vehicles.
- Knowledge about Road and Traffic signs.
- Skills in driving of all categories of vehicles.
- Ability to interpret Traffic Regulations.

**4. COMPLEXITY OF WORK:** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The incumbent is responsible for checking driving test and auto emission test results, which demands sound technical knowledge in the field of auto engineering. To produce good or bad drivers will depend on his knowledge of evaluation. He will have to work in close co-operation with Traffic Police and all the vehicle owners.

The work typically consists of clear-cut and directly related tasks requiring little or no choice in deciding what needs to be done.

**5. SCOPES AND EFFECT OF WORK:** *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization.*

The incumbent is responsible for compiling precise report, which will greatly help his supervisor to plan day to day activities.

The work typically consists of simple routine operations with few tasks or procedures affecting mainly the immediate organizational unit.

**6. INSTRUCTIONS AND GUIDELINES AVAILABLE**

**6.1. Instructions:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The Motor Vehicle Inspector will carry out his duties under the direct instruction of the Regional Transport Officer.

**6.2. Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

The Motor Vehicle Inspector I will perform his duties as per ACT and Regulations and the set guidelines available in the Road Safety and Transport Authority.

The work typically consists of specific assignments with clear detailed instructions covered by such detailed guidelines which must be followed with supervisor available.

**7. WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors)*

The employee will maintain close contact with his Supervisor within the organization, general public and Traffic Police in order to discharge his duties effectively.

Personal contacts are normally with employees within the immediate office or with the general public, but only to give or receive factual information.

**8. SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates*

As a Motor Vehicle Inspector (I), supervision in relation to traffic discipline, methods of driving test and emission test is exercised to all the general public from time to time.

**9. JOB ENVIRONMENT:** *Describe physical exercise required, such as walking, standing, lifting objects, etc., and/ or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts*

Being a MVI I, he had to attend accident sites as per the instruction of the supervisor, which obviously involves physical exertion.

The work normally involves some physical exertion such as long periods of standing, walking, or moderate to heavy lifting and/or moderate risk or discomfort, which require special safety precautions.