

**Terms of Reference for the post of Assistant GSE Mechanic (Automobile).**

- Ensure that all Ground Support Equipment under the division are serviceable. The equipment must not only be functional but also presentable as well.
- Carry out routine and comprehensive maintenance of all ground equipment, on time, as per the maintenance task card.
- Maintain tools and equipment properly and ensure that the tools are available to execute the maintenance work.
- Respond to emergency calls related to ground equipment requirement in the ramp and maintenance.
- Handle the GSE equipment and spare parts with utmost care keeping in view the cost implication and difficulty in procuring them.
- Ensure that all GSE equipment have sufficient fuel.
- Attend duty on time as per the staff rotation plan and maintain strict office decorum in the office premises.
- Maintain cleanliness and hygiene in work place.
- Perform any other duties as assigned by the Incharge-Hangar Equipment Unit