

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Prime Minister’s Office (Civil Status Division)
- Post:** Stores Attendant
- Salary:** Rs 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,525 (24 11 36)
- Effective Date:** 11 July 2014
- Qualifications:** By selection from among employees on the permanent and pensionable establishment of the Division who –
  - (a) possess the Certificate of Primary Education; and
  - (b) have a good knowledge of procurement and supply duties and are familiar with common items of stores.

**NOTE**

In the absence of candidates possessing the qualification at (a) above, consideration will be given to employees on the permanent and pensionable establishment of the Division who show proof of being literate.

- Duties:**
  1. To be responsible to the officer in charge of stores for –
    - (a) opening and closing of store apertures as required;
    - (b) cleaning the store premises;
    - (c) collecting, loading, unloading and conveying stores items;
    - (d) opening packages, crates and cases;
    - (e) handling all store items as required;
    - (f) removing all packing materials and empty crates to appropriate places for their eventual disposal;
    - (g) packing stores items as required;
    - (h) washing, cleaning and stowing empties;

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**CERTIFIED CORRECT**

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*S. Chandig*  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms  
 11 July 2014  
 Date.....

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-2-

- (i) placing and arranging items of stores on shelves and maintaining them clean and in an orderly manner;
  - (j) collecting and despatching stores correspondence as required; and
  - (k) assisting in work relating to surveys and inventories.
2. 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 Stores Attendant in the roles ascribed to him.



**CERTIFIED CORRECT**

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*S. Chandrasekhar*  
for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

11 July 2014

Date.....