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GOVERNMENT OF MAURITIUS

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

Ministry: Information and Communication Technology

Post: Receptionist/Telephone Operator

Salary: Rs 8,400 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 (22 12 39)

Effective Date: 10 October 2012

Qualifications: A. By selection from among serving officers who possess –

- (a) a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or
- (b) passes not below Grade C in English Language and French obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
- (c) an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Candidates should be fluent in English and French.

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CERTIFIED CORRECT

Alexis

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 October 2012

Date.....

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Duties:

1. To operate the reception centres of Government Offices.
2. To maintain a register of all visitors.
3. To assist visitors by providing information to them to facilitate their contact with officers of the Ministry/Department.
4. To control access to offices of the Ministry/Department.
5. To take messages from outside callers and transmit same to officers concerned.
6. To operate the telephone switchboard (PABX).
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 Receptionist/Telephone Operator in the roles ascribed to him.



CERTIFIED CORRECT

Akeensy

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

10 October 2012

Date.....