GOVERNMENT OF MAURITIUS

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

Department: National Archives
Post: Reprographic Operator (Archives)
Salary: Rs 13,010 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 –
19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,950 (26 023 061)
Effective Date: 30 March 2017
Qualifications:
A. A Cambridge School Certificate with credit in at least five subjects
   including Physics obtained on one certificate or Passes in at least five
   subjects with at least Grade C in Physics obtained on one certificate at the
   General Certificate of Education “Ordinary Level” or an equivalent
   qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) reckon experience in scanning and photocopy works; and
   (ii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:
1. To be responsible for the provision of photocopying and scanning service.
2. To perform the following duties –
   (i) preparing and making photocopies of documents and photographic
       replicas for authentication;
   (ii) calculating the cost of sheets to be photocopied according to the
        table of fees chargeable for copies of replicas supplied to the
        customers as stipulated in the relevant Regulation;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

30 March 2017
Date........................................................................
(iii) scanning and uploading documents on the Electronics Archives System;

(iv) editing scanned documents; and

(v) keeping and maintaining a record of the documents photocopied and/or scanned.

3. To use ICT in the performance of his duties.

4. 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 Reprographic Operator (Archives) in the roles ascribed to him.