GOVERNMENT OF MAURITIUS

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

Ministry: Civil Service and Administrative Reforms
Post: Stores Attendant
Salary: Rs 11,200 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 –
17,700 x 375 – 19,200 (24 016 043)
Effective Date: 20 June 2016
Qualifications: By selection from among serving employees on the permanent and pensionable
establishment who –
(i) possess the Certificate of Primary Education; and
(ii) have a good knowledge of stores duties and are familiar with common
items of stores.

NOTE
In the absence of candidates possessing the qualification at (i) above,
consideration will be given to candidates who show proof of being literate.

Duties: 1. To be responsible to the officer in charge of stores for –
(i) opening and closing of stores apertures as required;
(ii) cleaning the stores premises;
(iii) collecting, loading, unloading and conveying stores items;
(iv) opening packages, crates and cases;
(v) handling all stores items as required;
(vi) removing all packing materials and empty crates to appropriate
places for their eventual disposal;
(vii) packing stores items as required;
(viii) collecting and despatching stores correspondence, as required;

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for Senior Chief Executive
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Date..............................................................
(ix) placing and arranging items of stores on shelves and maintaining them clean and in order; and

(x) assisting in any work relating to inventories and surveys.

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.