Goverment of Mauritius

Scheme of Service Specified Under Regulation 15 of The Public Service Commission Regulations, 1967

Ministry: Prime Minister's Office (National Development Unit)

Post: Storeman

Salary: Rs 2,400 x 75 - 2,700 x 100 - 3,700 (MMI 2)

Effective Date: 12 June, 1995

Qualifications: By selection from among Labourers on the permanent and pensionable establishment who:

(a) are working at the National Development Unit;
(b) possess the Certificate of Primary Education; and
(c) have a good knowledge of store duties and are familiar with common items of stores.

Duties:

To be responsible for:

(a) opening and closing of store apertures as required;
(b) cleaning the store premises;
(c) collecting, listing, unloading and conveying store items;
(d) opening packages, crates, cases etc;
(e) handling all store items as required;
(f) removing all packing materials, empty crates etc. to appropriate places for their eventual disposal;
(g) packing store items as required;
(h) washing, cleaning and stowing empties;
(i) placing and arranging items of stores on shelves and maintaining them clean and in order;
(j) collecting and despatching stores correspondence as required;
(k) assisting in any work of similar nature e.g. in inventories and surveys.

2. To perform such cognate duties as may be assigned.

Certified Correct

M. C

for Secretary for Public Service Affairs

Date: 12 Jun 1995