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: Handy Worker

Salary: Rs 10,950 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 –
17,700 x 375 – 18,450 (24 015 041)

Effective Date: 11 January 2017

Qualifications: By selection from among serving employees on the permanent and pensionable
establishment who possess the Certificate of Primary Education.

NOTE

In the absence of candidates possessing the Certificate of Primary Education,
consideration will be given to candidates who show proof of being literate.

Duties:

1. To open and close store premises under the supervision of an officer of the
Procurement and Supply Cadre.

2. To load, unload and move stores items, furniture, equipment and other
materials.

3. To collect and despatch correspondence, as and when required.

4. To clean office premises and maintain the physical environment at a good
standard.

5. To destroy and dispose of waste materials.

6. To clean electrical appliances.

7. To attend to visitors.

8. To usher in/guide visitors to officers/sections concerned and maintain a
record of such visits, as and when required.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

11 January 2017
Date.
9. To place and arrange items of stores on shelves and to maintain them clean and in an orderly manner.

10. To accompany officers in government vehicles, as and when required.

11. 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 Handy Worker in the roles ascribed to him.