GOVERNMENT OF MAURITIUS

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

Department: Printing

Post: Head Printing Assistant (on roster)

Salary: Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 22,175 (16 25 47)

Effective Date: 09 March 2016

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of
Printing Assistant/Senior Printing Assistant (on roster).

Duties: 1. To plan, organise, supervise and control the work of Printing
   Assistant/Senior Printing Assistants (on roster) under his responsibility.

2. To provide coaching and guidance to subordinates.

3. To report to his superior officer any problem or difficulty noted and
   advise on remedial action, where appropriate.

4. In collaboration with respective Production Supervisor (on roster), to
   ensure that the physical environment of the various workshops of the
   Printing Department including Printing stores premises is maintained at a
   good standard.

5. To perform the duties of Printing Assistant/Senior Printing Assistant
   (on roster), whenever required.

6. To make a monthly return of attendance of Printing Assistant/Senior
   Printing Assistants (on roster).

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 Head Printing Assistant (on roster) in the roles ascribed to him.

Note

The Head Printing Assistant (on roster) is required to work on a roster basis.