GOVERNMENT OF MAURITIUS

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

Department: Printing

Post: Phototype-Setting Operator

Salary: Rs 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 20,800 QB 21,400 x 600 –
23,200 (16.34 51)

Effective Date: 15 September 2009

Qualifications: By selection from among serving officers of the Department reckoning at least five
years' service in a substantive capacity and possessing -

A. a Cambridge School Certificate or Passes obtained on one certificate at the
General Certificate of Education "Ordinary Level" either (i) in five subjects
including English Language with at least Grade C in any two subjects or (ii) in
six subjects including English Language with at least Grade C in any one
subject; and

B. (i) the National Trade Certificate (Level 3) in Printing issued jointly by the
Mauritius Examinations Syndicate and the Industrial and Vocational
Training Board

or

(ii) a Record of Unit Credit (formerly a Record of Achievement) issued by
the Mauritius Examinations Syndicate in Letter Assembly or in Pre-press.

OR

Equivalent qualifications to A and B above acceptable to the Public Service
Commission.

C. Certificates from a recognised institution in any two of the softwares related to
printing such as:

Quark Xpress, Pagemaker, Excel, Aldus Freehand, Illustrator, Adobe Photoshop,
Desktop Publishing, Word 5.0 or any upgraded version.

Note

Phototype-Setting Operators should possess the National Trade Certificate (Level 3) in
Printing or a Record of Unit Credit in Letter Assembly or in Pre-press in order to
progress beyond the Qualification Bar (QB) provided in the salary scale.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date 15 SEP 2009
GOVERNMENT OF MAURITIUS

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

-DUTIES:

1. To assist the Production Supervisor in the good running of the section and to implement decisions taken as may be required.

2. To operate phototype-setting keyboard, word processors and pagemakers for reproduction on sensitised paper or film for eventual reproduction of printing plates.

3. To place unexposed film or sensitised paper in photographic element of machine.

4. To work on numerical control phototype-setting machine.

5. To operate any software in relation to page setup and imposition scheme prior to film making.

6. 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 Phototype-Setting Operators in the roles ascribed to them.

Note

Phototype-Setting Operators are required to work on a roster basis according to a plan specifying the commencing times and finishing times of turns of duty which include night duty or not.