GOVERNMENT OF MAURITIUS

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

Department: Treasury
Post: Treasury Voucher Room Operator
Salary: Rs 11,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 (24 17 45)
Effective Date: 24 March 2015
Qualifications: A. By selection from among serving employees on the permanent and
pensionable establishment who –
   (i) possess the Certificate of Primary Education; and
   (ii) show proof of having sat for the Cambridge School Certificate
       Examination or the General Certificate of Education “Ordinary
       Level” Examination in at least five subjects at one sitting or an
       examination of equivalent standard acceptable to the Public Service
       Commission.

B. Candidates should –
   (i) have a sound knowledge in binding; and
   (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:
1. To assist in the classification of payment vouchers.
2. To help in the binding of payment vouchers.
3. To assist in the retrieval of payment vouchers in the Voucher Room.
4. To keep records of payment vouchers in Excel formats.
5. To use ICT in the performance of his duties.
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 the
   Treasury Voucher Room Operator in the roles ascribed to him.

CERTIFIED CORRECT

[Signature]
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
24 March 2015
Date.................................................