



REPUBLIC OF MAURITIUS

**Ministry of Public Service and Administrative Reforms**

**Circular Letter No. 8 of 2026**

**E/330/6/03/A Vol II**

16 February 2026

**From: Secretary for Public Service**

**To : Supervising Officers in charge of Ministries/Departments  
Island Chief Executive**

**Schedule of Duties for the Grade of General Worker**

Following consultation with the Pay Research Bureau, it has been decided that a proper schedule of duties should be framed for the grade of General Worker in the Public Service to ensure that incumbents perform duties that are commensurate with the requirements of the post.

2. In this connection, a template has been worked out as set out in the **Annex** to this Circular Letter. The template comprises the “Core Duties” of the post which are common to all Ministries/Departments and “Other Duties” which are not exhaustive but may be customised to meet the specific requirements of Ministries/Departments.

3. Supervising Officers should, therefore, ensure that –

- (a) the schedule of duties for the post of General Worker in their respective Ministries/Departments include the core duties mentioned in the **Annex**;
- (b) the duties do not overlap with the duties of other higher grades in the Workmen’s Group in the Ministry/Department;
- (c) the duties do not include those of skilled workers which require a trade test;
- (d) a ‘Note’ is included in the schedule of duties to the effect that the duties listed therein should in no way debar General Workers from the grant of appropriate allowance whenever they are called upon to replace employees in higher grades such as Office Auxiliary/Senior Office Auxiliary, Gardener/Nursery Attendant, Handy Worker (Special Class), Stores Attendant and Handy Worker; and
- (e) the relevant Staff Associations are consulted on the proposed schedule of duties, as may be required.

4. A copy of the final schedule of duties should be submitted to this Ministry for record purposes.

5. I rely on your usual collaboration and look forward for timely action, as appropriate, at your end.

**Dr. D. Kawol**  
**Secretary for Public Service**

***Copy to: Secretary to Cabinet and Head of the Civil Service***

**Template for the framing of the Schedule of Duties for the grade of General Worker**

**Schedule of Duties**

**Ministry/Department:** .....

**Post:** General Worker

**Salary:** Rs 17,975 x 175 – 18,500 x 200 – 18,900 x 225 – 20,925 x 250 – 22,175 x 270 – 22,445 x 300 – 26,945 x 320 – 28,865 x 350 – 30,615 (24 001 047) [PRB Report 2026]

**Core Duties:**

*(Duties at Serial Nos. 1 to 7 to be specified in Schedule of Duties for Ministry/Department)*

1. To clean and maintain the physical environment of offices and premises at a good standard.
2. To perform unskilled manual work.
3. To assist in loading/unloading and moving of store items, equipment and furniture.
4. To carry out weeding and trimming works.
5. To remove, carry and stock materials.
6. To dispose waste materials.
7. To perform such other duties directly related to the main duties listed above in accordance with the operational needs in Ministries/Departments.

**Other Duties:**

*(Ministry/Department to –  
(i) select as appropriate any of the duties stated at Serial Nos. 1 to 6; and  
(ii) include other duties that are relevant to the Ministry /Department according to their specificity )*

1. To carry out digging of trenches and earth drains, as and when required.
2. To help in post-cleaning whenever there are natural calamities and participate in clean-up campaign over the island.
3. To carry out cleaning of all drainage systems for surface water in Government buildings and premises, as and when required.
4. To clean religious or other public places, as and when required.
5. To provide assistance at official functions, meetings and social, cultural and religious events, including festivals celebrated at National Level, as and when required.
6. To effect general cleaning works related to road infrastructure.