

GOVERNMENT OF MAURITIUS

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

- Department:** Attorney-General's Office
- Post:** Handy Worker
- Salary:** Rs 9,450 x 225 – 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,175 (24 10 35)
- Effective Date:** 7 November 2014
- 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 doors, windows and roller shutters.
 2. To clean, among others, offices and stores.
 3. To load, unload and move stores items, furniture, equipment and other materials.
 4. To attend to visitors.
 5. To handle, carry, pack, place and arrange stores items on shelves and to maintain them clean and in order.
 6. To handle fragile or perishable goods with great care to protect them from being damaged.
 7. To accompany officers in government vehicles, as and when required, and help in case of breakdown.
 8. To collect and despatch stores correspondence, as and when required.
 9. 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.



CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

7 November 2014

Date.....