

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

**Department:** Civil Aviation

**Post:** Telephonist (Restyled as Aviation Telephonist)

**Salary:** Rs 4,435 x 110 - 4,875 x 125 - 5,375 x 150 - 6,425 x 175 - 6,950 x 205 - 7,770 x 300 - 8,370 (TEL 4)

**Effective Date:** 19 August 1999

- Qualifications:**
- A. A Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission.
  - B. Fluency in English and French.
  - C. A pleasant voice, a good hearing and good manners.

Proven experience in the operation of a telephone switchboard will be an advantage.

- Duties:**
- 1. To operate a telephone switchboard and perform relevant clerical duties as and when required.
  - 2. To perform specific duties during cyclones and aircraft emergencies, in accordance with departmental procedures currently in force.
  - 3. To operate the departmental internal radio network for ground communications.
  - 4. To provide relevant sections with up-to-date information on aircraft movements as soon as received from Control Tower, Flight Information Centre, airlines or supervising officers.

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*m. l.*

for Permanent Secretary

Date..... 19 AUG 1999



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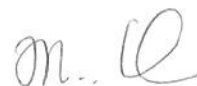
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5. To maintain an up-to-date directory of telephone numbers of departmental staff, and of other officials and organisations likely to be contacted by the Department.
6. To assist with the tracing and identification of anonymous callers.
7. To report all faulty and poor communication lines to the Mauritius Telecom and to produce a daily list of unserviceable lines.
8. To maintain log books and records, and furnish reports and returns as may be required.
9. To perform such cognate duties as may be assigned.

NOTE

Telephonists will be required to work on a shift system on a 24-hour basis, including night duty, Sundays, Public Holidays and officially declared cyclone days.

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*for Permanent Secretary*

Date..... 19 AUG 1999

