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GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Computer Laboratory Attendant

Salary: Rs 11,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 24,425 (24 18 50)

Effective Date: 28 August 2014

Qualifications: By selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate with at least a pass in Mathematics or any Science subject or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Mathematics or any Science subject with at least Grade C in any two subjects or (ii) in six subjects including English Language and Mathematics or any Science subject with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of serving employees on the permanent and pensionable establishment possessing the above qualification, consideration will be given to those who –

- (i) 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; and
- (ii) reckon experience in Computer Laboratory work for a period of at least six months.

Candidates should produce written evidence of experience claimed.

Training:

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment to the grade of Computer Laboratory Attendant in a substantive capacity.

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CERTIFIED CORRECT

Akash

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

28 August 2014

Date.....

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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Duties:

1. To be responsible for -
 - (a) the general cleanliness of the Computer Laboratory and the general care of equipment and furniture;
 - (b) scheduling hardware and software for use in different classes and the computer laboratory;
 - (c) the detection and elimination of viruses using appropriate tools.
2. To set up equipment and load relevant software.
3. To provide assistance to teachers/educators for the running of hands-on sessions.
4. To assist in the routine maintenance of hardware and software and in keeping record of equipment.
5. 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 Computer Laboratory Attendant in the roles ascribed to him.



CERTIFIED CORRECT

Atkarsy

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

28 August 2014

Date.....