

GOVERNMENT OF MAURITIUS

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

Ministry: Energy and Internal Communications  
Electrical Services Division

Post: Time Keeper

Salary:

Effective date: 10th December, 1982

Qualifications:

A. As a minimum the Cambridge School Certificate with passes in English, French and Mathematics or an alternative qualification acceptable to the Public Service Commission.

Duties:

1. To record the attendance of all manual workers.
2. To make entries in Time Books and Timesheet Books.
3. To keep records of leave (sick, annual/casual, vacation) of all manual workers.
4. To keep records of overtime performed and to submit a statement thereof monthly for certification by the Engineers.
5. To prepare wages paysheets of workers, overtime bills, returns regarding refund of travelling expenses.
6. To accompany Pay Clerks on pay days for the purpose of identifying each worker to the Pay Clerks.
7. To attend Boards of injury.
8. To assist the Finance Section of the Division as and when required.
9. To perform any cognate duties.

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