

GOVERNMENT OF MAURITIUS

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

Ministry: Public Utilities (Energy Services Division)
Post: Handyman
Salary: Rs 3,590 x 100 – 3,690 x 105 – 4,215 x 110 – 4,875 x 125 – 5,375 (WM 2)
Effective Date: 24 February 2003
Qualifications: By selection from among General Field and Office/Premises Workers on the permanent and pensionable establishment of the Ministry 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 can show proof of being literate.

Duties:

1. To open and close store premises under the supervision of an officer of the Purchasing and Supply Cadre.
2. To clean store premises and to maintain the physical environment at a good standard.
3. To load, unload and store properly store items and other materials.
4. To handle, carry, pack, place and arrange items of store on shelves and to maintain them clean and in order.
5. To open packages, cases etc.
6. To remove all packing materials, empty crates, etc. to appropriate places for their eventual disposal.
7. To collect and despatch correspondence, as and when required.
8. To accompany officers in government vehicles, as and when required.
9. To carry out, as and when required, simple tasks such as attending to visitors, and other related duties of the same level.
10. To give assistance for effecting simple repairs of equipment machines and vehicles.
11. To perform such other cognate duties as may be assigned.



CERTIFIED CORRECT

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for Secretary for Public Service Affairs

Date..... 24 FEB 2003