

GOVERNMENT OF MAURITIUS

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

- Ministry:** Gender Equality, Child Development and Family Welfare
- Post:** Handy Worker
- Salary:** Rs 10,950 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 –
17,700 x 375 – 18,450 (24 015 041)
- Effective Date:** 29 October 2018
- 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 collect keys and deposit same from/to Police Station/Police Post and to open and close office premises.
 2. To clean, among others, offices, stores, compound drains, gutters and maintain the physical environment at a good standard.
 3. To handle and operate simple equipment such as photocopying machine.
 4. To despatch documents.
 5. To load, unload and move stores items, furniture, equipment and other materials.
 6. To attend to visitors.
 7. To destroy and dispose of waste materials.
 8. To accompany officers in Government vehicles, as and when required and help in case of breakdown.
 9. To clean electrical appliances.
 10. To perform simple gardening duties, as and when required.
 11. 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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N. Auchoybur (Mrs)
for Secretary for Public Service

29 October 2018

Date.....