

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

Ministry: Public Infrastructure and Land Transport (Public Infrastructure Division)

Post: Plan Printing Operator

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 – 25,175 (04 18 51)

Effective Date: 17 April 2015

Qualifications:

A. A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

B. The National Trade Certificate (Level 3) in Printing awarded jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development or the National Certificate (Level 3) in Print Finishing awarded by the Mauritius Institute of Training and Development.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To operate a plan photocopying machine for the printing, trimming and folding of prints.
2. To assist in the highlighting of plans and colouring of specific sites and locations.
3. To preserve and classify all tracings and keep an index thereof.
4. To deliver prints to officers on request.
5. To prepare and classify prints for bidding documents.

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CERTIFIED CORRECT



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

17 April 2015

Date.....

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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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6. To use ICT in the performance of his duties.
7. 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 Plan Printing Operator in the roles ascribed to him.



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

17 April 2015

Date.....