

GOVERNMENT OF MAURITIUS

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

**Ministry:** Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division)

**Post:** Stores Attendant

**Salary:** Rs 7,400 x 200 – 10,200 x 250 – 11,700 (24 07 27)

**Effective Date:** 30 April 2010

**Qualifications:** By selection from among employees on the permanent and pensionable establishment, who –

- (a) possess the Certificate of Primary Education; and
- (b) have a good knowledge of stores duties and are familiar with common items of stores.

**Duties:**

1. To be responsible to the officer-in-charge of the stores for –
  - (i) opening and closing of store apertures as required;
  - (ii) cleaning the store premises;
  - (iii) collecting, loading, unloading and conveying stores items;
  - (iv) opening packages, crates, cases, etc;
  - (v) handling all stores items as required;
  - (vi) removing all packing materials, empty crates, etc. to appropriate places for their eventual disposal;
  - (vii) packing stores items as required;
  - (viii) washing, cleaning and stowing empties;
  - (ix) placing and arranging items of stores on shelves and maintaining them clean and in order;
  - (x) collecting and despatching stores correspondence as required;
  - (xi) assisting in any work of similar nature e.g. in inventories and surveys; and

/2...



**CERTIFIED CORRECT**

*Alexis*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

30 APR 2010

Date.....

GOVERNMENT OF MAURITIUS

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

-2-

- (xii) issuing of petrol on filling stations.
2. 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 Stores Attendants in the roles ascribed to them.



CERTIFIED CORRECT

*Atkinson*

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

Date..... **30 APR 2010** .....