

GOVERNMENT OF MAURITIUS

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

**Department:** Police

**Post:** Police Attendant/Senior Police Attendant

**Salary:** Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,025 (24 14 42)

**Effective Date:** 10 October 2014

**Qualifications:** A. By selection from among employees on the permanent and pensionable establishment of the Department who possess a Cambridge School Certificate or have obtained passes 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 or an equivalent qualification acceptable to the Public Service Commission.

**NOTE**

In the absence of qualified employees on the permanent and pensionable establishment of the Department, by selection from among candidates who possess a Cambridge School Certificate or have obtained passes 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 or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) have the ability to communicate in English and French;
- (ii) possess qualities such as reliability, trustworthiness and good working attitude; and
- (iii) possess interpersonal skills and be able to get on well with people.

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CERTIFIED CORRECT

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

10 October 2014

Date.....

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
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**Duties:**

1. To assist the Head Police Attendant in the performance of his duties.
2. To plan, organise, supervise and control the work in Units/Divisions/Sections where no Head Police Attendant is posted and to report to his immediate superior officer any problem or difficulty noted.
3. To collect keys and deposit same from/to Police Stations/Police Posts, where required.
4. To open and close offices.
5. To clean premises and ensure that office premises, Police compounds and gardens are kept clean and the physical environment is maintained at a good standard.
6. To run official errands including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
7. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
8. To operate simple office equipment such as duplicating and photocopying machines.
9. To wash and clean vehicles of the Police Force.
10. To place and remove metal barriers, as and when required.
11. To be in attendance at the reception counter, where required.
12. To help in the removal of dead animals, as and when required.
13. 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 Police Attendant/Senior Police Attendant in the roles ascribed to him.

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**CERTIFIED CORRECT**

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

**10 October 2014**

**Date**.....

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
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**When posted on board Police Patrol Vessels –**

1. To clean Senior Sailors' Mess Deck, messtraps and utensils.
2. To serve meals to senior officers.
3. 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 Police Attendant/Senior Police Attendant in the roles ascribed to him.

**Note**

1. Police Attendants/Senior Police Attendants will be required, whenever necessary, to clean bathrooms, lavatories and water closets against payment of an allowance at approved rate.
2. Police Attendants/Senior Police Attendants may be required to perform simple gardening works.
3. Police Attendants/Senior Police Attendants may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



**CERTIFIED CORRECT**

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

**10 October 2014**

Date.....