



GOVERNMENT OF MAURITIUS

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

- Department:** Printing
- Post:** Assistant Government Printer
- Salary:** Rs 35,375 x 1,200 – 37,775 x 1,500 – 54,275 (16 63 76)
- Effective Date:** 15 July 2014
- Qualifications:**
- A. By selection from among officers who hold appointment in a substantive capacity in any of the following grades –
 - (i) Senior Graphic Artist; and
 - (ii) Printing Officer.
 - B. Candidates should possess –
 - (i) a diploma in Printing Technology or Printing Administration or Management or Business Administration or in a related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) interpersonal and communication skills; and
 - (iii) leadership skills.

NOTE 1

In the absence of candidates possessing the above qualifications, by selection from among officers in the grades of Senior Graphic Artist and Printing Officer who –

- (i) reckon at least five years' service in a substantive capacity in their respective grade;
- (ii) possess a Certificate in Printing Technology;
- (iii) possess interpersonal and communication skills; and
- (iv) possess leadership skills.

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CERTIFIED CORRECT

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S. Chandrasekaran
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
15 July 2014
Date.....



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-2-

NOTE 2

Candidates selected under 'NOTE 1' will be appointed in a temporary capacity in the first instance and will be required to follow a course leading to a diploma in Printing Technology or Printing Administration or Management or Business Administration or in a related field from a recognised institution, as approved and arranged by the Printing Department. On successful completion of the course and on obtention of the Diploma, they will be considered for appointment as Assistant Government Printer in a substantive capacity.

**Role and
Responsibilities:**

To assume overall responsibility for receiving customers with their demands and solving their problems/complaints in the Printing Department.

Duties:

1. To assist the Government Printer in the discharge of his duties.
2. To prepare cost estimates for all printing jobs.
3. To plan methods of production to meet target dates.
4. To direct the operations of production control, particularly the development of efficient and economical practices and procedures.
5. To maintain printing output and quality.
6. To be responsible for security printing.
7. To use ICT in the performance of his duties.
8. 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 Assistant Government Printer in the roles ascribed to him.



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