GOVERNMENT OF MAURITIUS

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

**Department:** Government Printing

**Post:** Handy Worker (on roster – day and night)

**Salary:** Rs 14,225 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325
- 21,475 x 375 – 22,225 x 400 – 23,025 (24 020 050)

**Effective Date:** 24 February 2022

**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.
2. To open and close offices.
3. To clean premises and maintain the physical environment at a good
   standard, as and when required.
4. To attend to calls, after office hours, during the afternoon roster and as
   and when required.
5. To be in attendance at the Reception Counter, after office hours, during
   the afternoon roster and as and when required.
6. To attend to visitors, after office hours, during the afternoon and as and
   when required.
7. To despatch documents, as and when required.
8. To ensure that all switches/lights are turned off before leaving office.
9. To perform simple gardening duties, as and when required.

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CERTIFIED CORRECT

S. Chundunsing (Mrs)
for Supervising Officer
Ministry of Public Service, Administrative
and Institutional Reforms

24 February 2022

Date.................................................................
10. 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 (on roster – day and night) in the roles ascribed to him.

Note

Handy Workers (on roster – day and night) will be required to work according to a plan specifying the commencing times and finishing times of turns of duty, which include night duty or not.

CERTIFIED CORRECT

S. Chundunsing (Mrs)
for Supervising Officer
Ministry of Public Service, Administrative
and Institutional Reforms

24 February 2022