

GOVERNMENT OF MAURITIUS

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

- Department:** Printing
- Post:** Head Printing Assistant (on roster)
- Salary:** Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 22,175 (16 25 47)
- Effective Date:** 09 March 2016
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Printing Assistant/Senior Printing Assistant (on roster).
- Duties:**
  1. To plan, organise, supervise and control the work of Printing Assistant/Senior Printing Assistants (on roster) under his responsibility.
  2. To provide coaching and guidance to subordinates.
  3. To report to his superior officer any problem or difficulty noted and advise on remedial action, where appropriate.
  4. In collaboration with respective Production Supervisor (on roster), to ensure that the physical environment of the various workshops of the Printing Department including Printing stores premises is maintained at a good standard.
  5. To perform the duties of Printing Assistant/Senior Printing Assistant (on roster), whenever required.
  6. To make a monthly return of attendance of Printing Assistant/Senior Printing Assistants (on roster).
  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 Head Printing Assistant (on roster) in the roles ascribed to him.

**Note**

The Head Printing Assistant (on roster) is required to work on a roster basis.



**CERTIFIED CORRECT**

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

**09 March 2016**

**Date.....**