GOVERNMENT OF MAURITIUS

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

Department:

Printing

Post:

Plate Making/Finishing Operator

Salary:

Rs 13,800 x 400 - 15,000 x 500 - 16,000 x 600 - 20,800 QB 21,400 x 600 - 23,200 (16 34 51)

Effective Date:

14 September 2009

Qualifications:

By selection from among serving officers of the Department reckoning at least five years' service in a substantive capacity and who possess -

- A. a Cambridge School Certificate <u>or</u> Passes obtained 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; and
- B (i) the National Trade Certificate (Level 3) in Printing issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board

or

(ii) a Record of Unit Credit (formerly a Record of Achievement) issued by the Mauritius Examinations Syndicate in Plate Making/Machine Printing (formerly Graphic Reproduction) or in Pre-press.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

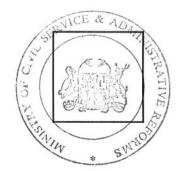
C. Certificates from a recognised institution in any two softwares relating to printing such as-

Quark Xpress, Pagemaker, Excel, Aldus Freehand, Illustrator, Adobe Photoshop, Desktop Publishing and Word 5.0 or any upgraded version.

Note

Plate Making/Finishing Operators should possess the National Trade Certificate (Level 3) in Printing or a Record of Unit Credit in Plate Making/Machine Printing or in Pre-press in order to progress beyond the Qualification Bar (QB) provided in the salary scale.

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for Senior Chief Executive Ministry of Civil Service and Administrative Reforms

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GOVERNMENT OF MAURITIUS

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Duties:

- 1. To assist the Production Supervisor in the good running of the section and to implement decisions taken as may be required.
- 2. To perform all the tasks involved in Sensitised paper, Lith-film and Lithographic plates planning for use in printing.
- 3. To develop film and retouch negatives, whenever necessary.
- 4. To process and retouch negative/positive lithographic plates.
- 5. To arrange type or illustrations and to prepare final copy for printing.
- 6. To handle any equipment coupled with IT functions related to the abovementioned duties.
- 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 Plate Making/Finishing Operators in the roles ascribed to them.

Note

Plate Making/Finishing Operators are required to work on a roster basis according to a plan specifying the commencing times and finishing times of turns of duty which include night duty or not.



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Date. 4 St.P. 2009