GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Human Resource Development Centre)

Post: Machine Minder (Bindery) (Rodrigues)

Salary: Rs 11,675 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 25,925 (16 19 52) (Personal)
Rs 11,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 24,425 (16 18 50)

Effective Date: 26 August 2015

Qualifications: A. A Cambridge School Certificate or 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. The National Trade Certificate (NTC) Level 3 in Printing or National
Trade Certificate (NTC) Level 3 in Print Finishing and Bookbinding or
National Certificate (NC) Level 3 in Print Finishing and Bookbinding
issued by the Mauritius Institute of Training and Development.

OR

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

NOTE

In the absence of candidates holding the qualifications at B above, consideration
will be given to candidates who –

(i) possess a Cambridge School Certificate or 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 or an equivalent qualification
acceptable to the Public Service Commission; and

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
26 August 2015
Date..................................................
(ii) have at least two years’ experience in binding work.

C. Candidates should be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To be responsible to the Head, Human Resource Development Centre through the Binding Supervisor for performing the following duties -
   (i) to assist the Binding Supervisor in the administration of the section as and when required;
   (ii) to do strong, case, flush and from-quarter-to full binding as well as gilding, folding, punching, trimming, stitching and collating;
   (iii) to operate industrial equipment, folding machines, collating machines, sewing machines, hot foil machines, hot glued/adhesive machines and other related equipment;
   (iv) to perform binding work in Commissions/Departments, as and when required;
   (v) to be responsible for the daily routine maintenance and cleaning of the machines and safe keeping of minor tools associated with the machines;
   (vi) to collate and verify documents such as Accounts Books forms, parking coupons, lottery tickets, election ballot papers;
   (vii) to help the mechanic when mechanical breakdowns occur and during servicing of machines; and
   (viii) to operate guillotine/cutting machines.

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[Signature]
for Senior Chief Executive
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26 August 2015
Date........................................................................................................................................
2. To use ICT in the performance of his duties.

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 Machine Minder (Bindery) (Rodrigues) in the roles ascribed to him.