

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

**Organisation:** Rodrigues Regional Assembly (State Lands and Town and Country Planning Unit)

**Post:** Plan Printing Operator

**Salary:** 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 – 25,175 (04 18 51)

**Effective Date:** 28 May 2014

**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.

B. The National Trade Certificate Level 3 (NTC 3)/National Certificate Level 3 (NC 3) in Printing issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development.

OR

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

C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To operate the plan photocopying machine for the printing, trimming and folding of prints.
2. To preserve and classify all tracings and prepare an index thereof.
3. To assist in –
  - (i) the highlighting of plans and colouring of specific sites and locations; and
  - (ii) the scanning of plans and survey documents for the Cadastral Office Digital Database.
4. To be responsible for the keeping of all tracings.

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**CERTIFIED CORRECT**

*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

Date... 28 MAY 2014



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-2-

5. To deliver prints to officers on request.
6. To use ICT in the performance of his 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 the Plan Printing Operator in the roles ascribed to him.



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