GOVERNMENT OF MAURITIUS

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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Administrative Reforms

Date: 28 MAY 2014
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.