

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

Organisation: Rodrigues Regional Assembly (Health)
Post: Telephonist
Salary: Rs 16,005 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 –
22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 32,350 (22 027 064)
Effective Date: 01 April 2022

Qualifications: A. A Cambridge School Certificate with credit in at least English Language and French obtained at not more than two sittings or Passes in at least five subjects with at least Grade C in English Language and French obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. Candidates should –
- (i) be fluent in English and French; and
 - (ii) be polite and courteous.

Duties:

1. To operate the telephone switchboard (PABX) and a staff location system in a hospital on a 24-hour shift.
2. To take messages from outside callers and transmit same to officers concerned.
3. To perform related clerical work.

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CERTIFIED CORRECT

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D. Gowry
D. Gowry (Mrs)
for Secretary for Public Service
01 April 2022
Date.....

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4. To report any defect to responsible officer.
5. 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 Telephonist in the roles ascribed to him.

Note

Telephonists will be required to work on shift covering a 24-hour service including, Saturdays, Sundays and Public Holidays and officially declared cyclone days.

CERTIFIED CORRECT


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D. Gowry (Mrs)

for Secretary for Public Service

01 April 2022

Date.....

