

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

- Organisation:** Rodrigues Regional Assembly (Social Security)
- Post:** Social Security Attendant
- Salary:** Rs 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,525 (24 11 36)
- Effective Date:** 11 July 2013
- Qualifications:**
 - A. By selection from among serving employees on the permanent and pensionable establishment of the Rodrigues Regional Assembly who possess the Certificate of Primary Education.
 - B. Candidates should –
 - (i) possess qualities such as reliability and trustworthiness; and
 - (ii) have a positive attitude towards work and be able to get on well with people.

NOTE

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

- Duties:**
 1. To collect keys and deposit same from/to Police Station/Police Post.
 2. To open and close offices.
 3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
 4. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
 5. To clean premises and maintain the physical environment at a good standard.
 6. To respond to calls.
 7. To watch premises during business hours.
 8. 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 Social Security Attendant in the roles ascribed to him.



CERTIFIED CORRECT

[Handwritten Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 11 JUL 2013