GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Information and Communication Technology)

Post: Computer Laboratory Auxiliary

Salary: Rs 13,010 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 –
19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 27,075 (24 023 056)

Effective Date: 04 August 2020

Qualifications: By selection from among serving employees on the permanent and pensionable
establishment who possess a Cambridge School Certificate with at least a pass in
Mathematics or any Science subject or passes obtained on one certificate at the
General Certificate of Education “Ordinary Level” either (i) in five subjects
including English Language and Mathematics or any Science subject with at least
Grade C in any two subjects or (ii) in six subjects including English Language
and Mathematics or any Science subject with at least Grade C in any one subject
or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of serving employees on the permanent and pensionable
establishment possessing the above qualification, consideration will be given to
those who –

(i) show proof of having sat for the Cambridge School Certificate
Examination or the General Certificate of Education “Ordinary Level”
Examination in at least five subjects at one sitting or an examination of
equivalent standard acceptable to the Public Service Commission; and

(ii) reckon experience in Computer Laboratory work for a period of at least
six months.

Candidates should produce written evidence of experience claimed.

Training: Selected candidates will be appointed in a temporary capacity in the first instance
and will be required to undergo on-the-job training for a period of at least six
months. On satisfactory completion of the training and on being favourably
reported upon, they will be considered for appointment to the grade of Computer
Laboratory Auxiliary in a substantive capacity, as and when vacancies occur.

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CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service

04 August 2020

Date.................................................................
Duties:

1. To be responsible for –
   
   (a) the general cleanliness of the Computer Laboratory and the general care of equipment and furniture;
   
   (b) scheduling hardware and software for use in different classes and the Computer Laboratory; and
   
   (c) the detection and elimination of viruses using appropriate tools.

2. To set up equipment and load relevant software.

3. To provide assistance to resource persons for the running of hands-on sessions.

4. To assist in the routine maintenance of hardware and software and in keeping record of equipment.

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 Computer Laboratory Auxiliary in the roles ascribed to him.