

GOVERNMENT OF MAURITIUS

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

- Ministry:** Youth and Sports
- Post:** Caretaker (on roster)
- Salary:** Rs 12,230 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 20,525 (24 020 046)
- Effective Date:** 25 October 2017
- Qualifications:** A. By selection from among employees on the permanent and pensionable establishment of the Ministry who –
- (i) reckon at least three years' service in a substantive capacity in their respective grade;
 - (ii) possess the Certificate of Primary Education; and
 - (iii) 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.

NOTE 1

In the absence of candidates possessing the qualification requirement at A(iii) above, by selection from among employees on the permanent and pensionable establishment of the Ministry who –

- (a) reckon at least five years' service in a substantive capacity in their respective grade and who have been favourably reported upon; and
- (b) possess the Certificate of Primary Education.

NOTE 2

In the absence of qualified employees on the permanent and pensionable establishment of the Ministry, by selection from among serving employees on the permanent and pensionable establishment who possess the qualifications at A(i), A(ii) and A(iii) above.

- B. Candidates should –
- (i) possess qualities such as reliability and trustworthiness; and
 - (ii) have a record of satisfactory service.

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for Secretary for Public Service

25 October 2017

Date.....

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Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close the Youth Centre/Sports Complex.
3. To ensure that unauthorised persons do not get access to the Youth Centre/Sports Complex.
4. To take reasonable precautions to ensure protection of the buildings and assets generally on the site.
5. To keep the premises, lavatories and furniture clean and tidy and to allocate and control the work of the General Workers, as and when required.
6. To operate a telephone switchboard/PABX console.
7. To operate simple office equipment such as duplicating machines and photocopying machines.
8. To deliver and collect letters, telegrams and urgent memoranda.
9. To issue materials and equipment on the authority of the officer in charge to those participating in the activities in the Youth Centre and to recover them after use.
10. To respond to calls.
11. 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 Caretaker (on roster) in the roles ascribed to him.

Note

Caretakers (on roster) will be required to work on a roster basis including Sundays and Public Holidays.



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