

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Handy Worker
- Salary:** Rs 9,450 x 225 – 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,175 (24 10 35)
- Effective Date:** 22 September 2014
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment of the Rodrigues Regional Assembly who possess the Certificate of Primary Education.

NOTE 1

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

NOTE 2

For the first intake, by appointment of employees in the grades of Lorry Loader, Sanitary Attendant and Filterman on the permanent and pensionable establishment of the Rodrigues Regional Assembly who have opted for the revised emoluments and terms and conditions set out in the PRB Report 2013 and who opt to join the grade of Handy Worker.

- Duties:**
1. To open and close offices, gates of Commissions/Departments of the Rodrigues Regional Assembly, where posted.
 2. To clean among others, offices, stores, garages, toilets, bathrooms, drains, gutters and maintain the physical environment of government/public buildings at a good standard.
 3. To collect and despatch correspondence, as and when required.
 4. To load, unload and move stores items, furniture, equipment and materials.
 5. To mix and grade materials.
 6. To accompany officers/drivers in government vehicles, as and when required.

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CERTIFIED CORRECT



*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

22 September 2014

Date.....

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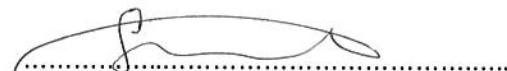
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7. To destroy and dispose of pests and waste materials.
8. To control the entry and exit of all vehicles and to prevent the entry of unauthorised vehicles.
9. To keep a register for recordings such as date, name of visitors, number of vehicles entering the premises, purpose of visit, time of entry, time of exit and ensure that gate security is preserved at all times.
10. To answer calls and bells, attend to visitors and issue application forms, as and when required.
11. To clean and wash lorries.
12. To help in removing and mounting tyres.
13. To accompany lorries and help in case of breakdown.
14. To prepare tea, wash kitchen utensils, household linen, curtains and clean electrical appliances.
15. To dig trenches.
16. To perform simple gardening duties, as and when required.
17. To be responsible for –
 - (a) the operation of filtration and chlorination of plants;
 - (b) reading water meters and pressure gauges and recording such readings;
 - (c) washing and cleaning filters;
 - (d) replenishing filter media;
 - (e) ensuring the correct flow of water through the plant;

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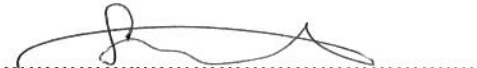
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- (f) changing chlorine cylinders;
 - (g) ensuring that the plants and equipment are in working order; and
 - (h) reporting any equipment or plant failure to the Supervising Officer.
18. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Handy Worker in the roles ascribed to him.



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