

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Stores Attendant
- Salary:** Rs 7,400 x 200 – 10,200 x 250 – 11,700 (24 07 27)
- Effective Date:** 23 April 2012
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment of the Rodrigues Regional Assembly who –
 - (i) possess the Certificate of Primary Education; and
 - (ii) have a good knowledge of stores duties and are familiar with common items of stores.

NOTE

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
 1. To be responsible to the officer-in-charge of the stores for –
 - (a) opening and closing of stores apertures, as required;
 - (b) cleaning the stores premises;
 - (c) collecting, loading, unloading and conveying stores items;
 - (d) opening packages, crates, cases etc.;
 - (e) handling and packing stores items, as required;
 - (f) removing all packing materials, empty crates, etc. to appropriate places for their eventual disposal;
 - (g) washing, cleaning and stowing empties;
 - (h) placing and arranging stores items on shelves and maintaining them clean and in order;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

23 APR 2012

Date.....

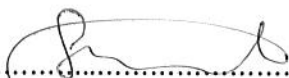
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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- (i) collecting and despatching stores correspondence, as required; and
 - (j) assisting in any work of similar nature such as in inventories and surveys.
2. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Stores Attendant in the roles ascribed to him.



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

Date..... **23 APR 2012**