

GOVERNMENT OF MAURITIUS

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

**Department:** National Assembly

**Post:** Handy Worker

**Salary:** Rs 10,950 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 18,450 (24 015 041)

**Effective Date:** 19 September 2018

**Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.

**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 clean, among others, offices, stores, drains, gutters and as well as washing, cleaning and stowing empties to maintain the physical environment at a good standard.
  2. To load, unload and move stores items, furniture, equipment and handle other materials.
  3. To collect keys and deposit same from/to Police Station/Police Post.
  4. To destroy and dispose of waste materials.
  5. To accompany officers in government vehicles, as and when required.
  6. To open and close gate, control entry traffic, as and when required.
  7. To keep a register for recording the date, number of vehicles/persons entering the premises, purpose of visit, time of entry and exit.
  8. To clean electrical appliances.
  9. To collect and despatch correspondences, as and when required.
  10. To carry out simple maintenance of storage and handling equipment.
  11. To perform simple gardening duties, as and when required.
  12. 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.



CERTIFIED CORRECT

.....  
D. Gowry (Mrs)  
for Secretary for Public Service

19 September 2018  
Date.....