

GOVERNMENT OF MAURITIUS

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

- Ministry:** Ministry of Agro-Industry and Food Security
- Post:** Toolskeeper
- Salary:** Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 17,675 (24 14 39)
- Effective Date:** 29 July 2013
- Qualifications:** By selection from among employees on the permanent and pensionable establishment of the Ministry who reckon at least five years' service and who –
 - (a) possess the Certificate of Primary Education;
 - (b) have a good knowledge of common items of tools in use in all stores of the Ministry; and
 - (c) have knowledge of simple stores procedures.

NOTE

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

- Duties:**
 1. To be in charge of the tools store of the Engineering Workshop.
 2. To issue tools, as and when required, to workers and to keep a record thereof.
 3. To ensure that tools issued are returned in clean and good condition to the store after use and to record such returns.
 4. To carry out regular inventory of tools and equipment kept in the Workshop and the store and communicate to the head of section all cases of disappearance and shortages.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

29 July 2013

Date.....

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5. To advise on unserviceable items requiring repair or servicing or disposal.
6. To clean the store and ensure proper maintenance of tools.
7. To take on charge new items of tools and equipment purchased.
8. 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 Toolskeeper in the roles ascribed to him.



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

29 July 2013

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