

GOVERNMENT OF MAURITIUS

17

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

Ministry: Arts and Culture
Post: Handy Worker
Salary: Rs 7,200 x 200 – 10,200 x 250 – 11,200 (24 06 25)
Effective Date: 17 March 2011
Qualifications: By selection from among General Workers on the permanent and pensionable establishment of the Ministry who possess the Certificate of Primary Education.

Note

In the absence of qualified General Workers, consideration will be given to those who show proof of being literate.

Duties:

1. To clean and maintain the physical environment of the office and premises at a good standard.
2. To handle and operate simple equipment such as film equipment, duplicating machine, photocopying machine, etc.
3. To load and unload stores items.
4. To answer calls or bells and attend visitors.
5. To despatch documents.
6. To destroy and dispose waste materials.
7. 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 Handy Workers in the roles ascribed to them.



CERTIFIED CORRECT

Alecroy

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 17 MAR 2011