

GOVERNMENT OF MAURITIUS

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

- Department:** National Archives
- 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:** 20 October 2017
- 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 open and close office premises.
 2. To provide general assistance in the Bindery/Restoration sections.
 3. To perform simple binding duties.
 4. To stack and shift archival materials.
 5. To handle and operate simple equipment such as laminating machine, paper restoration equipment, photocopying machine.
 6. To clean and maintain the physical environment of offices and premises at a good standard.
 7. To load and unload stores items.
 8. To answer calls or bells and attend to visitors.
 9. To despatch documents.
 10. 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


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for Secretary for Public Service

20 October 2017

Date.....