

200

GOVERNMENT OF MAURITIUS

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

- Department:** National Archives
- Post:** Reprographic Operator (Archives)
- Salary:** Rs 13,010 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,950 (26 023 061)
- Effective Date:** 30 March 2017
- Qualifications:**
- A. A Cambridge School Certificate with credit in at least five subjects including Physics obtained on one certificate or Passes in at least five subjects with at least Grade C in Physics obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon experience in scanning and photocopy works; and
- (ii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To be responsible for the provision of photocopying and scanning service.
2. To perform the following duties –
- (i) preparing and making photocopies of documents and photographic replicas for authentication;
- (ii) calculating the cost of sheets to be photocopied according to the table of fees chargeable for copies of replicas supplied to the customers as stipulated in the relevant Regulation;

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CERTIFIED CORRECT


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

30 March 2017

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-2-

- (iii) scanning and uploading documents on the Electronics Archives System;
 - (iv) editing scanned documents; and
 - (v) keeping and maintaining a record of the documents photocopied and/or scanned.
3. To use ICT in the performance of his duties.
4. 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 Reprographic Operator (Archives) in the roles ascribed to him.



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*for Senior Chief Executive
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