

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the Electoral Commissioner
- Post:** Handy Worker (Special Class)
- Salary:** Rs 14,225 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,025 (24 020 050)
- Effective Date:** 06 October 2023
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who –
- (a) possess the Certificate of Primary Education or the Primary School Achievement Certificate; and
  - (b) reckon at least two years' service in a substantive capacity in their respective grade.

**NOTE**

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

- Duties:**
1. To load, unload elections requisites, stationery, furniture, equipment and other materials.
  2. To attend to visitors, as and when required.
  3. To accompany officers in government vehicles, as and when required.
  4. To provide assistance in –
    - (i) counting and preparing items for distribution;
    - (ii) collection of items from suppliers, as and when required; and
    - (iii) opening and checking of packages and packing stores items, as and when required.
  5. To destroy and dispose of waste materials.

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CERTIFIED CORRECT

*B. D. Nundloll*

B. D. Nundloll (Mrs)  
for Secretary for Public Service

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6. To assist Drivers, in effecting minor repairs of the vehicles including unmounting and changing of tyres and performing other ancillary works associated with the day-to-day running of the vehicles.
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 the Handy Worker (Special Class) in the roles ascribed to him.



**CERTIFIED CORRECT**

*B. D. Nundloll*

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**B. D. Nundloll (Mrs)**  
*for Secretary for Public Service*

**06 October 2023**

Date.....