

GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development

Post: Stores Attendant

Salary: Rs 5,300 x 125 – 5,675 x 150 – 7,325 x 175 – 8,025 (24 05 23)

Effective Date: 7 June 2006

Qualifications: By selection from among employees on the permanent and pensionable establishment who:-

- (a) possess the Certificate of Primary Education; and
- (b) have a good knowledge of stores duties and are familiar with common items of stores.

Note

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

Duties:

1. To be responsible to the officer in charge of stores for:-
 - (a) opening and closing of store apertures as required;
 - (b) cleaning the store premises;
 - (c) collecting, loading, unloading and conveying stores items;
 - (d) opening packages, crates, cases, etc;
 - (e) handling all stores items as required;
 - (f) removing all packing materials, empty crates, etc. to appropriate places for their eventual disposal;
 - (g) packing stores items as required;

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CERTIFIED CORRECT

R. P. ...

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 07 JUN 2006

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- (h) washing, cleaning and stowing empties;
 - (i) placing and arranging items of stores on shelves and maintaining them clean and in order;
 - (j) collecting and despatching stores correspondence as required; and
 - (k) assisting in any work of similar nature, e.g. in inventories and surveys.
2. To perform such cognate duties as may be assigned.



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