

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development (Companies Division)
- Post:** Photocopyist
- Salary:** Rs 8,600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 17,200 (08 13 41)
- Effective Date:** 5 November 2012
- Qualifications:** By selection from among serving officers who possess –
- (a) a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or
 - (b) passes not below Grade C in English Language and French obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
 - (c) an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

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CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

5 November 2012

Date.....

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-2-

Duties:

1. To be responsible to the Registrar of Companies or any officer designated for –
 - (i) handling electronic equipment;
 - (ii) preparing, photocopying and/or scanning documents;
 - (iii) preparing and collating photocopied or scanned documents for signature; and
 - (iv) keeping and maintaining a record of documents photocopied and/or scanned.
2. To control the quantity of paper received and utilised.
3. 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 Photocopyist in the roles ascribed to him.



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Ministry of Civil Service and
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