

GOVERNMENT OF MAURITIUS

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

Ministry: Financial Services and Good Governance

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: 25 March 2019

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 clean office premises and electrical appliances and maintain the physical environment at a good standard.
3. To collect keys and deposit same from/to Police Station/Police Post/other identified institutions.
4. To despatch documents.
5. To load, unload and move stores items, furniture, equipment and other materials.
6. To operate office equipment such as duplicating, photocopying and fax machines.
7. To perform simple gardening duties, as and when required.
8. To usher in/guide visitors to officers/sections concerned and maintain a record of such visits, as and when required.
9. To attend to calls, as and when required.
10. To perform simple binding duties.
11. 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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D. Gowry (Mrs)
for Supervising Officer
Ministry of Civil Service and
Administrative Reforms

25 March 2019

Date.....

