

GOVERNMENT OF MAURITIUS

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

Ministry: Ocean Economy, Marine Resources, Fisheries and Shipping

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: 24 May 2019

Qualifications: By selection from among employees on the permanent and pensionable establishment of the Ministry who possess the Certificate of Primary Education.

NOTE

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to those who show proof of being literate.

- Duties:**
1. To clean office premises and maintain the physical environment at a good standard.
 2. To handle, carry, pack, load and unload stores items, goods and materials.
 3. To collect and despatch correspondence, as and when required.
 4. To answer calls and to attend to visitors, as and when required.
 5. To usher in/guide visitors to officers/sections concerned and maintain a record of visitors, as and when required.
 6. To assist in –
 - (i) preparing surfaces for painting; and
 - (ii) plumbing and pipe fitting/painting works, under supervision.
 7. To open and close gate of premises at the stipulated time, control entry and exit of all vehicles.
 8. To destroy and dispose of waste materials.
 9. 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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S. Chundung
S. Chundung (Mrs)
for Secretary for Public Service

24 May 2019

Date.....