

GOVERNMENT OF MAURITIUS

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

Department: Police
Post: Head Police Attendant
Salary: Rs 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 21,425 (24 31 46)

Effective Date: 10 October 2014

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Police Attendant/Senior Police Attendant who reckon at least five years' service in a substantive capacity in the cadre and who –

- (i) possess supervisory and organising skills;
(ii) possess good communication and interpersonal skills; and
(iii) are able to lead a team of officers.

Duties:

- 1. To plan, organise, supervise and control the work of Police Attendant/Senior Police Attendants working under his responsibility.
2. To ensure the timely despatch of correspondence and documents.
3. To report to his superior officer any problem or difficulty noted and advise on remedial action, where appropriate.
4. To ensure that office premises, Police compounds and gardens, lavatories and water closets are kept clean and well maintained.
5. To usher in/guide visitors to schedule officers, as and when required.
6. To perform the duties of Police Attendant/Senior Police Attendants, as and when required.
7. To help in the removal of dead animals, as and when required.
8. 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 Head Police Attendant in the roles ascribed to him.

/2...

CERTIFIED CORRECT

S. Chandrasekaran
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 October 2014

Date.....



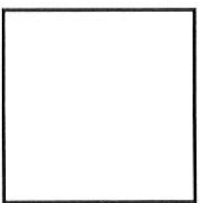
SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS

-2-

Note

Head Police Attendants may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

CERTIFIED CORRECT

  
.....*S. Chandrasekaran*.....  
*for Senior Chief Executive*  
*Ministry of Civil Service and*  
*Administrative Reforms*

10 October 2014

Date.....