

GOVERNMENT OF MAURITIUS

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

- Department:** Printing
- Post:** Assistant Printing Officer (on roster)
- Salary:** Rs 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 (16 051 070)
- Effective Date:** 29 May 2017
- Qualifications:** By selection from among serving officers on the establishment of the Printing Department who reckon at least five years' service in a substantive capacity and who possess –
- A. a Cambridge School Certificate with credit in English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or passes not below Grade C in English Language, French and Mathematics or Principles of Accounts 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.

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.

- B. (i) a Certificate in Printing Technology or Printing Administration from a recognised institution

or

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

29 May 2017

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(ii) the National Trade Certificate (Level 3) awarded jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] in any one of the following fields –

- Printing
- Plate Making and Machine Printing
- Print Finishing and Book Binding
- Pre-Press

or

(iii) the National Certificate (Level 3) awarded by the Mauritius Institute of Training and Development (MITD) in any one of the following fields –

- Plate Making and Machine Printing
- Print Finishing
- Pre-Press

or

(iv) a Record of Unit Credit with two components (formerly a Record of Achievements) towards the National Trade Certificate (Level 3) in any field of Printing awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate

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or

- (v) proof of having successfully completed two components in the field of Printing at the National Trade Certificate (Level 3) examination conducted by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)]

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

NOTE

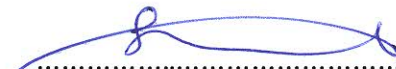
Assistant Printing Officers (on roster) will be required to follow a course leading to the Diploma in Printing Technology or Printing Administration or Management or Business Administration or in a relevant field, as approved and arranged by the Department, in order to be eligible to proceed beyond Qualification Bar (QB) provided in the salary scale for the post of Printing Officer.

Duties:

1. To assist the Government Printer, Deputy Government Printer, Assistant Government Printer and the Printing Officer in the discharge of their duties.
2. To plan methods of production to meet target dates.
3. To direct the operations of production control particularly the development of efficient and economical practices and procedures.
4. To answer customers' queries and solve clients' complaints and production problems.
5. To read, correct and give strike-off of proofs of the Government Gazette and other jobs.

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6. To assist in the preparation of cost estimates of orders.
7. To prepare statistics of work production.
8. To use ICT in the performance of his duties.
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 Assistant Printing Officer (on roster) in the roles ascribed to him.

Note

Assistant Printing Officers (on roster) will be required to work on a roster basis.



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