

GOVERNMENT OF MAURITIUS

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

Department: Printing

Post: Assistant Production Supervisor (on roster)

Salary: Rs 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 28,175 QB 28,925 x 750 – 29,675 x 900 – 32,375 (16 38 60)

Effective Date: 26 November 2015

Qualifications: A. **Printing Stores Section**

By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grades of Machine Minder/Senior Machine Minder (Bindery) (on roster) and Machine Minder/Senior Machine Minder (Pressroom) (on roster) and who possess –

(i) the National Trade Certificate (Level 3) in 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

or

(ii) the National Trade Certificate (Level 3) in Print Finishing and Book Binding awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate

or

(iii) the National Trade Certificate (Level 3) in Plate Making and Machine 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

/2...



CERTIFIED CORRECT


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

26 November 2015

Date.....

GOVERNMENT OF MAURITIUS

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

-2-

or

- (iv) the National Certificate (Level 3) in Print Finishing awarded by the Mauritius Institute of Training and Development (MITD)

or

- (v) the National Certificate (Level 3) in Plate Making and Machine Printing awarded by the Mauritius Institute of Training and Development (MITD)

or

- (vi) a Record of Unit Credit (formerly a Record of Achievements) towards the National Trade Certificate (Level 3) in either Machine Printing or Print Finishing and Book Binding awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate

or

- (vii) the Recognition of Prior Learning Certificate from the Mauritius Qualifications Authority or proof of having successfully completed the trade test for either Machine Minder/Senior Machine Minder (Bindery) (on roster) or Machine Minder/Senior Machine Minder (Pressroom) (on roster) conducted by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)]

OR

An equivalent qualification to any of the above acceptable to the Public Service Commission.

/3...



CERTIFIED CORRECT


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

26 November 2015

Date.....

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

-3-

NOTE 1

Machine Minder/Senior Machine Minders (Bindery) (on roster) and Machine Minder/Senior Machine Minders (Pressroom) (on roster) who do not possess any of the above qualifications will also be considered for promotion provided they possess the National Trade Certificate (Level 3) in any field of Printing.

NOTE 2

Assistant Production Supervisors (on roster) of the Printing Stores Section who either possess any of the qualifications mentioned at A(i) to A(vii) above or under 'NOTE 1' or who have acquired experience of at least 15 years in the field of Printing (Stores) will be allowed to proceed incrementally beyond the Qualification Bar (QB) provided in the salary scale.

B. Press Section

By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Machine Minder/Senior Machine Minder (Pressroom) (on roster) and who possess –

- (i) the National Trade Certificate (Level 3) in 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

or

- (ii) the National Trade Certificate (Level 3) in Plate Making and Machine 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

.../4...



CERTIFIED CORRECT


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

26 November 2015

Date.....

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

-4-

or

- (iii) the National Certificate (Level 3) in Plate Making and Machine Printing awarded by the Mauritius Institute of Training and Development (MITD)

or

- (iv) a Record of Unit Credit (formerly a Record of Achievements) towards the National Trade Certificate (Level 3) in Machine 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

or

- (v) the Recognition of Prior Learning Certificate from the Mauritius Qualifications Authority or proof of having successfully completed the trade test for Machine Minder/Senior Machine Minder (Pressroom) (on roster) conducted by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)]

OR

An equivalent qualification to any of the above acceptable to the Public Service Commission.

NOTE 1

Machine Minder/Senior Machine Minders (Pressroom) (on roster) who do not possess any of the above qualifications will also be considered for promotion provided they possess the National Trade Certificate (Level 3) in any field of Printing.

/5...



CERTIFIED CORRECT


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

26 November 2015

Date.....

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

-5-

NOTE 2

Assistant Production Supervisors (on roster) of the Press Section who either possess any of the qualifications mentioned at B(i) to B(v) above or under 'NOTE 1' or who have acquired experience of at least 15 years in the field of Press will be allowed to proceed incrementally beyond the Qualification Bar (QB) provided in the salary scale.

C. Binding Section

By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Machine Minder/Senior Machine Minder (Bindery) (on roster) and who possess –

- (i) the National Trade Certificate (Level 3) in 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

or

- (ii) the National Trade Certificate (Level 3) in Print Finishing and Book Binding awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate

or

- (iii) the National Certificate Level 3 in Print Finishing awarded by the Mauritius Institute of Training and Development (MITD)

/6...



CERTIFIED CORRECT

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

26 November 2015

Date.....

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

-6-

or

- (iv) a Record of Unit Credit (formerly a Record of Achievements) towards the National Trade Certificate (Level 3) in Print Finishing and Book Binding awarded by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] jointly with the Mauritius Examinations Syndicate

or

- (v) the Recognition of Prior Learning Certificate from the Mauritius Qualifications Authority or proof of having successfully completed the trade test for Machine Minder/Senior Machine (Bindery) (on roster) conducted by the Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)]

OR

An equivalent qualification to any of the above acceptable to the Public Service Commission.

NOTE 1

Machine Minder/Senior Machine Minders (Bindery) (on roster) who do not possess any of the above qualifications will also be considered for promotion provided they possess the National Trade Certificate (Level 3) in any field of Printing.

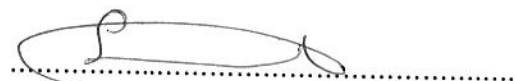
NOTE 2

Assistant Production Supervisors (on roster) of the Binding Section who either possess any of the qualifications mentioned at C(i) to C(v) above or under 'NOTE 1' or who have acquired experience of at least 15 years in the field of Binding, will be allowed to proceed incrementally beyond the Qualification Bar (QB) provided in the salary scale.

/7...



CERTIFIED CORRECT



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

26 November 2015

Date.....

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

-7-

Duties:

1. To assist the Production Supervisor (on roster) in the smooth running of the Section and to implement decisions taken.
2. To take charge of the Section in the absence of the Production Supervisor (on roster).
3. To prepare a monthly return of the work performed in the Section.
4. To monitor the quality and output of work performed in the Section on a daily basis.
5. To guide and train subordinate staff.
6. To use ICT in the performance of his duties.
7. 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 Production Supervisor (on roster) in the roles ascribed to him.

Note

Assistant Production Supervisors (on roster) are required to work on a roster basis.



CERTIFIED CORRECT

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

26 November 2015

Date.....