

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

**Department:** Government Printing

**Post:** Handy Worker (on roster – day and night)

**Salary:** Rs 14,225 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,025 (24 020 050)

**Effective Date:** 24 February 2022

**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 collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To clean premises and maintain the physical environment at a good standard, as and when required.
4. To attend to calls, after office hours, during the afternoon roster and as and when required.
5. To be in attendance at the Reception Counter, after office hours, during the afternoon roster and as and when required.
6. To attend to visitors, after office hours, during the afternoon and as and when required.
7. To despatch documents, as and when required.
8. To ensure that all switches/lights are turned off before leaving office.
9. To perform simple gardening duties, as and when required.

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**CERTIFIED CORRECT**

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*S. Chundung*  
S. Chundung (Mrs)  
for Supervising Officer  
Ministry of Public Service, Administrative  
and Institutional Reforms

**24 February 2022**

Date.....

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-2-

10. 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 (on roster – day and night) in the roles ascribed to him.

**Note**

Handy Workers (on roster – day and night) will be required to work according to a plan specifying the commencing times and finishing times of turns of duty, which include night duty or not.



**CERTIFIED CORRECT**

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*S. Chundunsing*  
S. Chundunsing (Mrs)  
for Supervising Officer  
Ministry of Public Service, Administrative  
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