

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

Department: Government Printing
Post: Machine Minder/Senior Machine Minder (Bindery) (on roster)
Salary: Rs13,530 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 –
19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 25,525 QB 26,300 x 775 – 31,725
(16 025 062)
Effective Date: 04 October 2019
Qualifications: By selection from among –

A. candidates who possess –

- (i) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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;
- (ii) the National Trade Certificate (Level 3) in Printing issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) [now Mauritius Institute of Training and Development (MITD)]


or

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

- (iii) a Certificate from a recognised institution in any –
 - (a) two of the software related to Printing such as Adobe InDesign, Quark Xpress, Adobe Photoshop, Microsoft Word, Microsoft Excel, Adobe Illustrator, Desktop Publishing

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CERTIFIED CORRECT


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D. Gowry (Mrs)
for Secretary for Public Service

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or

- (b) one of the software listed at A (iii) (a) and the Internet and Computing Core Certification (IC3)

AND

B. Printing Assistant/Senior Printing Assistants (on roster) in post as at 31 December 2015 who do not possess the qualification at A (i) above will also be considered provided they –

- (i) show proof of having sat for the Cambridge School Certificate or General Certificate of Education “Ordinary Level”; and

(ii) possess –

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

- (b) a Certificate from a recognised institution in any one software listed at A (iii) (a) or the Internet and Computing Core Certification (IC3)

OR

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

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NOTE

Machine Minder/Senior Machine Minders (Bindery) (on roster) who possess the National Trade Certificate (Level 3) in Printing or National Trade Certificate (Level 3) in Print Finishing and Book Binding or the National Trade Certificate (Level 3) in any field of Printing or the National Certificate (Level 3) in Print Finishing or a Record of Unit Credit with two components towards the National Trade Certificate (Level 3) in Print Finishing and Book Binding or the Recognition of prior learning certificate from the Mauritius Qualification Authority or proof of having successfully completed the trade test for Machine Minder/Senior Machine Minder (Bindery) (on roster) or reckon at least 15 years' experience in the field of Bindery will be allowed to proceed beyond the Qualification Bar (QB) provided in the salary scale.

Duties:

1. To assist the Assistant Production Supervisor (on roster) in the administration of the section and to step in whenever he is absent or on leave.
2. To do strong, case, flush and from-quarter-to-full binding as well as gilding, folding, punching, numbering, trimming, stitching and collating.
3. To operate industrial equipment, folding machines, collating machines, sewing machines, hot foil machines, hot glued/adhesive machines and other related equipment, which may or may not be coupled with IT components.
4. To perform binding work in Ministries/Departments, as and when required.
5. To be responsible for the daily/weekly/monthly routine maintenance (or as advised by the machine manufacturer), and cleaning of the machines and safe keeping of minor tools associated with the machines.
6. To collate and verify documents/printed works such as Accounts Book forms, parking coupons, tickets, election ballot papers and so on.

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7. To help the mechanic when mechanical breakdowns occur and during servicing of machines.
8. To operate guillotine/cutting machines.
9. To use ICT in the performance of his duties.
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 Machine Minder/Senior Machine Minder (Bindery) (on roster) in the roles ascribed to him.

Note

1. Machine Minder/Senior Machine Minders (Bindery) (on roster) are required to work on a roster basis according to a plan specifying the commencing times and finishing times of turns of duty which include night duty or not.
2. Machine Minder/Senior Machine Minders (Bindery) (on roster) are required to be outposted in other Ministries/Departments where their services are needed.



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