

GOVERNMENT OF MAURITIUS

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

Department: Printing
Post: Phototype-Setting Operator
Salary: Rs 13,800 x 400 - 15,000 x 500 - 16,000 x 600 - 20,800 QB 21,400 x 600 - 23,200 (16 34 51)

Effective Date: 15 September 2009

Qualifications: By selection from among serving officers of the Department reckoning at least five years' service in a substantive capacity and possessing -

A. 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; and

B. (i) the National Trade Certificate (Level 3) in Printing issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board

or

(ii) a Record of Unit Credit (formerly a Record of Achievement) issued by the Mauritius Examinations Syndicate in Letter Assembly or in Pre-press.

OR

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

C. Certificates from a recognised institution in any two of the softwares related to printing such as:

Quark Xpress, Pagemaker, Excel, Aldus Freehand, Illustrator, Adobe Photoshop, Desktop Publishing, Word 5.0 or any upgraded version.

Note

Phototype-Setting Operators should possess the National Trade Certificate (Level 3) in Printing or a Record of Unit Credit in Letter Assembly or in Pre-press in order to progress beyond the Qualification Bar (QB) provided in the salary scale. /2..



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Handwritten signature

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

15 SEP 2009

Date.....

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**Duties:**

1. To assist the Production Supervisor in the good running of the section and to implement decisions taken as may be required.
2. To operate phototype-setting keyboard, word processors and pagemakers for reproduction on sensitised paper or film for eventual reproduction of printing plates.
3. To place unexposed film or sensitised paper in photographic element of machine.
4. To work on numerical control phototype-setting machine.
5. To operate any software in relation to page setup and imposition scheme prior to film making.
6. 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 Phototype-Setting Operators in the roles ascribed to them.

**Note**

Phototype-Setting Operators 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.

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*R. R. R.*

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

Date..... **15 SEP 2009** .....

