

GOVERNMENT OF MAURITIUS

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

Department: Printing

Post: Plate Making/Finishing 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: 14 September 2009

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

- 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 Plate Making/Machine Printing (formerly Graphic Reproduction) 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 softwares relating to printing such as-

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

Note

Plate Making/Finishing Operators should possess the National Trade Certificate (Level 3) in Printing or a Record of Unit Credit in Plate Making/Machine Printing or in Pre-press in order to progress beyond the Qualification Bar (QB) provided in the salary scale.

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R. Ruel

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

14 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 perform all the tasks involved in Sensitised paper, Lith-film and Lithographic plates planning for use in printing.
3. To develop film and retouch negatives, whenever necessary.
4. To process and retouch negative/positive lithographic plates.
5. To arrange type or illustrations and to prepare final copy for printing.
6. To handle any equipment coupled with IT functions related to the abovementioned 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 Plate Making/Finishing Operators in the roles ascribed to them.

Note

Plate Making/Finishing 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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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... *14 SEP 2009*