

GOVERNMENT OF MAURITIUS

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

Department: Printing

Post: Printing Assistant/Senior Printing Assistant (on roster)

Salary: Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,025 (16 14 42)

Effective Date: 09 March 2016

Qualifications: Candidates should possess the Cambridge School Certificate or have obtained passes 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 or an equivalent qualification acceptable to the Public Service Commission.

- Duties:**
1. To assist the Head Printing Assistant (on roster) in the performance of his duties.
 2. To deliver stationery and printed materials to various sections of the Printing Department.
 3. To wash, lift and carry printing tools, equipment, devices and printed materials from and to all sections of the Department.
 4. To collect, load, unload, convey and pack stores items as required manually or by using forklift within the premises of the Department.
 5. To travel on board any vehicle of the Department in connection with the conveyance of printed materials and stores items.
 6. To clean various workshops of the Department including Printing stores premises.
 7. To place and arrange stores items on shelves, as and when required.
 8. 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 Printing Assistant/Senior Printing Assistant (on roster) in the roles ascribed to him.

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CERTIFIED CORRECT

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

09 March 2016

Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS**

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Note

Printing Assistant/Senior Printing Assistants (on roster) are required to work on a roster basis.



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

09 March 2016

Date.....