

GOVERNMENT OF MAURITIUS

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

- Department:** Printing
- Post:** Stores Attendant
- Salary:** Rs 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,525 (24 11 36)
- Effective Date:** 13 December 2013
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who –
  - (i) possess the Certificate of Primary Education; and
  - (ii) have a good knowledge of stores duties and are familiar with common items of stores.

**NOTE**

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

**Duties:**

1. To be responsible to the officer in charge of stores for –
  - (i) opening and closing of stores apertures as required;
  - (ii) cleaning the stores premises;
  - (iii) collecting, loading, unloading and conveying stores items;
  - (iv) opening packages, crates and cases;
  - (v) handling all stores items as required;
  - (vi) removing all packing materials and empty crates to appropriate places for their eventual disposal;
  - (vii) packing stores items as required;
  - (viii) washing, cleaning and stowing empty containers;
  - (ix) collecting and despatching stores correspondence as required;
  - (x) placing and arranging items of stores on shelves and maintaining them clean and in order;

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**CERTIFIED CORRECT**

*[Handwritten Signature]*

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

13 December 2013

Date.....

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- (xi) operating and maintaining any equipment used in connection with his duties including the use and handling of an electronic power stacker; and
  - (xii) assisting the officer in charge of stores in any work of similar nature, e.g in inventories and surveys.
2. 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 Stores Attendant in the roles ascribed to him.



**CERTIFIED CORRECT**

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