

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

- Organisation:** Rodrigues Regional Assembly (Human Resource Development Centre)
- Post:** Machine Minder (Bindery) (Rodrigues)
- Salary:** Rs 11,675 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 25,925 (16 19 52) (Personal)
- Rs 11,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 24,425 (16 18 50)
- Effective Date:** 26 August 2015
- Qualifications:**
- 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. The National Trade Certificate (NTC) Level 3 in Printing or National Trade Certificate (NTC) Level 3 in Print Finishing and Bookbinding or National Certificate (NC) Level 3 in Print Finishing and Bookbinding issued by the Mauritius Institute of Training and Development.

**OR**

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

**NOTE**

In the absence of candidates holding the qualifications at B above, consideration will be given to candidates who –

- (i) possess 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 or an equivalent qualification acceptable to the Public Service Commission; and

/2...



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

**26 August 2015**

Date.....

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

-2-

(ii) have at least two years' experience in binding work.

C. Candidates should be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Duties:**

1. To be responsible to the Head, Human Resource Development Centre through the Binding Supervisor for performing the following duties -
  - (i) to assist the Binding Supervisor in the administration of the section as and when required;
  - (ii) to do strong, case, flush and from-quarter-to full binding as well as gilding, folding, punching, trimming, stitching and collating;
  - (iii) to operate industrial equipment, folding machines, collating machines, sewing machines, hot foil machines, hot glued/adhesive machines and other related equipment;
  - (iv) to perform binding work in Commissions/Departments, as and when required;
  - (v) to be responsible for the daily routine maintenance and cleaning of the machines and safe keeping of minor tools associated with the machines;
  - (vi) to collate and verify documents such as Accounts Books forms, parking coupons, lottery tickets, election ballot papers;
  - (vii) to help the mechanic when mechanical breakdowns occur and during servicing of machines; and
  - (viii) to operate guillotine/cutting machines.

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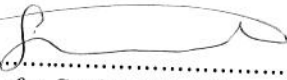
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

-3-

2. To use ICT in the performance of his duties.
3. 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 (Bindery) (Rodrigues) in the roles ascribed to him.



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