

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

- Organisation:** Rodrigues Regional Assembly (Arts and Culture)
- Post:** Attendant/Senior Attendant (Arts and Culture) (on roster)
- Salary:** Rs 12,230 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 –
19,575 x 475 – 21,950 (24 020 049)
- Effective Date:** 29 October 2019
- Qualifications:** A. By selection from among serving employees on the permanent and pensionable establishment who possess a 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.

NOTE

In the absence of qualified serving employees, by selection from among candidates who possess a 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.

- B. Candidates should –
- (i) be able to communicate in English and French;
 - (ii) possess qualities such as reliability and trustworthiness;
 - (iii) possess interpersonal and communication skills; and
 - (iv) have the ability to work in a team.

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CERTIFIED CORRECT


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D. Gowry (Mrs)
for Secretary for Public Service

29 October 2019

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Duties:

1. To collect the keys of the offices and centres falling under the aegis of the Commission for Arts and Culture and deposit same from/to the nearest Police Station.
2. To open and close the offices and centres falling under the aegis of the Commission for Arts and Culture.
3. To maintain, clean and dust the rooms, including window panes, furniture and materials of the offices and centres.
4. To run official errands and answer telephone calls.
5. To keep watch over offices and centres during opening hours.
6. To be in attendance at the reception counter of the Commission and Cultural and Leisure Centre, as and when required.
7. To assist in the arrangement of furniture and equipment within office premises.
8. To perform simple binding duties.
9. To ensure that all switches/lights are turned off before leaving office every afternoon.
10. When posted to the Cultural and Leisure Centre –
 - (a) To help the Technician (Light and Sound) in –
 - (i) classifying spare parts of sound equipment and storing items on loan; and
 - (ii) activities/functions/events organised at the Cultural and Leisure Centre and outdoor cultural and artistic activities and programmes.
 - (b) operating office equipment such as duplicating, photocopying and fax machines.

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11. 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 Attendant/Senior Attendant (Arts and Culture) (on roster) in the roles ascribed to him.

Note

Attendant/Senior Attendants (Arts and Culture) (on roster) are required to work on a roster basis, including Saturdays, Sundays and Public Holidays and officially declared cyclone days.

CERTIFIED CORRECT

D. Gowry

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D. Gowry (Mrs)
for Secretary for Public Service

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