

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

- Ministry:** Housing and Lands
- Post:** Plan Printing Operator
- Salary:** Rs 8,800 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 17,800 (04 14 42)
- Effective Date:** 7 November 2008
- 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.
- B. The National Trade Certificate (Level 3) in Printing issued by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board
- OR
- Equivalent qualifications to A and B above acceptable to the Public Service Commission.
- C. Candidates should have a basic knowledge of Information Technology.
- Candidates should produce written evidence of knowledge claimed.
- Duties:**
1. To operate the Plan Photocopying Machine for the printing, trimming and folding of prints.
 2. To preserve and classify all tracings and prepare an index thereof.
 3. To assist in the highlighting of plans and colouring of specific sites and locations.
 4. To be responsible for the keeping of all tracings.
 5. To deliver prints to officers on request.
 6. 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 Plan Printing Operators in the roles ascribed to them.



CERTIFIED CORRECT

R. D. Ue

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

07 NOV 2008

Date.....