

GOVERNMENT OF MAURITIUS

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

- Department:** Treasury
- Post:** Stores Attendant
- Salary:** Rs 7,400 x 200 – 10,200 x 250 – 11,700 (24 07 27)
- Effective Date:** 01 August 2012
- 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.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
 1. To be responsible to the officer-in-charge of the stores for –
 - (a) opening and closing of store apertures, as required;
 - (b) cleaning the store premises;
 - (c) collecting, loading, unloading and conveying stores items;
 - (d) opening packages, crates, cases etc.;
 - (e) handling and packing all stores items, as required;
 - (f) removing all packing materials, empty crates, etc. to appropriate places for their eventual disposal;

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CERTIFIED CORRECT
Alexis P.

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 01 August 2012
 Date.....

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- (g) washing, cleaning and stowing empties;
 - (h) placing and arranging items of stores on shelves and maintaining them clean and in an orderly manner;
 - (i) collecting and despatching stores correspondence, as required;
 - (j) assisting in any work of similar nature such as in inventories and surveys; and
 - (k) operating and maintaining any equipment used in connection with his duties.
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.



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Administrative Reforms*

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Date.....