

GOVERNMENT OF MAURITIUS

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

Department: Public Service Commission and Disciplined Forces Service Commission

Post: Handy Worker

Salary: Rs 9,450 x 225 – 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,175 (24 10 35)

Effective Date: 05 November 2013

Qualifications: By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.

NOTE

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

- Duties:**
1. To open and close store premises under the supervision of an officer of the Procurement and Supply Cadre.
 2. To clean, among others, offices, stores, toilets, drains, gutters and maintain the physical environment at a good standard.
 3. To load, unload and move stores items, furniture, equipment and other materials.
 4. To attend to visitors.
 5. To collect and despatch correspondence, as and when required.
 6. To destroy and dispose of waste materials.
 7. To accompany officers in government vehicles, as and when required.
 8. To open and close gate, and control entry traffic, as and when required.
 9. To issue application forms to members of the public.
 10. To provide general assistance to officers of the Postal Unit.
 11. To wash curtains, household linen and kitchen utensils.
 12. To clean electrical appliances.

/2...



CERTIFIED CORRECT

.....
[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date..... 05 NOV 2013

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

-2-

13. To prepare tea.
14. To perform simple gardening duties, as and when required.
15. 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 Handy Worker in the roles ascribed to him.



CERTIFIED CORRECT



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

Date..... 05 NOV 2013