MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 68 OF 2015

Vacancy for Post of Plan Printing Operator
Ministry of Public Infrastructure and Land Transport
(Public Infrastructure Division)

Applications are invited from qualified candidates who wish to be considered for appointment as Plan Printing Operator in the Public Infrastructure Division of the Ministry of Public Infrastructure and Land Transport.

II. AGE LIMIT
Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS
1. Candidates should possess:

   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 (Level 3) in Printing awarded jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development or the National Certificate (Level 3) in Print Finishing awarded by the Mauritius Institute of Training and Development.

   OR

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

2. Candidates should be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. **DUTIES AND SALARY**

1. To operate a plan photocopying machine for the printing, trimming and folding of prints.
2. To assist in the highlighting of plans and coloring of specific sites and locations.
3. To preserve and classify all tracings and keep an index thereof.
4. To deliver prints to officers on request.
5. To prepare and classify prints for bidding documents.
6. To use ICT in the performance of his duties.
7. 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 Plan Printing Operator in the roles ascribed to him.

The permanent and pensionable post carries salary in scale 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 – 25,175 a month plus salary compensation at approved rates.

V. **MODE OF APPLICATION**

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest-Side **or** from the Chief Commissioner’s Office, Port Mathurin, Rodrigues.

2. Candidates already in service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.govmu.org)

5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are therefore advised to submit their e-mail address.
6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 07 December 2015.**

Public Service Commission, 7, Louis Pasteur Street, **FOREST SIDE.**

Date: 24 November 2015