Applications are invited from qualified candidates who wish to be considered for appointment as Machine Minder/Senior Machine Minder (Bindery) (on roster) in the Printing Department.

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

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 issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (now the Mauritius Institute of Training and Development);

OR

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

NOTE

Machine Minders/Senior Machine Minders (Bindery) (on roster) should possess the National Trade Certificate (Level 3) in Printing or a Record of Unit Credit in Print Finishing and Book Binding in order to progress beyond the Qualification Bar (QB) provided in the salary scale.
Note

1. **Candidates should submit a copy of the qualification at B above together with their application form.**

2. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualification Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.**

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. **DUTIES AND SALARY**

1. To assist the Assistant Production Supervisor (on roster) in the administration of the section and to step in whenever he is absent or on leave.

2. To do strong, case, flush and from-quarter-to-full binding as well as gilding, folding, punching, trimming, stitching and collating.

3. To operate industrial equipment, folding machines, collating machines, sewing machines, hot foil machines, hot glued/adhesive machines and other related equipment.

4. To perform binding work in Ministries/Departments, as and when required.

5. To be responsible for the daily routine maintenance and cleaning of the machines and safe keeping of minor tools associated with the machines.

6. To collate and verify documents such as Accounts Book forms, parking coupons, lottery tickets, election ballot papers, etc.

7. To help the mechanic when mechanical breakdowns occur and during servicing of machines.

8. To operate guillotine/cutting machines.

9. 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 Machine Minders/Senior Machine Minders (Bindery) (on roster) in the roles ascribed to them.
Note

Machine Minders/Senior Machine Minders (Bindery) (on roster) are required to work on a roster basis according to a plan specifying the commencing times and finishing times of turns of duty which include night duty or not.

The permanent and pensionable post carries salary in scale Rs 13,530 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 25,525 QB 26,300 x 775 – 31,725 a month.

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 or from offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in the 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

4. Candidates are encouraged to submit on-line application through the government web portal at 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 28 August 2017.

Date: 15 August 2017