PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 86 OF 2016

Vacancy for Post of Plate Making/Finishing Operator (on roster)
Printing Department

Applications are invited from qualified officers of the Printing Department who wish to be considered for appointment as Plate Making/Finishing Operator (on roster) in that Department.

II. QUALIFICATIONS

By selection from among serving officers of the Department reckoning at least five years’ service in a substantive capacity and who 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. (i) the National Trade Certificate (Level 3) in Printing issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board

or

(ii) a Record of Unit Credit (formerly a Record of Achievement) issued by the Mauritius Examinations Syndicate in Plate Making/Machine Printing (formerly Graphic Reproduction) or in Pre-press.

OR

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

C. Certificates from a recognised institution in any two softwares relating to printing such as –

Quark Xpress, Pagemaker, Excel, Aldus Freehand, Illustrator, Adobe Photoshop, Desktop Publishing and Word 5.0 or any upgraded version.

Note

Plate Making/Finishing Operators (on roster) should possess the National Trade Certificate (Level 3) in Printing or a Record of Unit Credit in Plate Making/Machine Printing or in Pre-press in order to progress beyond the Qualification Bar (QB) provided in the salary scale.
NOTE

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

III. DUTIES AND SALARY

1. To assist the Production Supervisor in the good running of the section and to implement decisions taken as may be required.

2. To perform all the tasks involved in Sensitised paper, Lith-film and Lithographic plates planning for use in printing.

3. To develop film and retouch negatives, whenever necessary.

4. To process and retouch negative/positive lithographic plates.

5. To arrange type or illustrations and to prepare final copy for printing.

6. To handle any equipment coupled with IT functions related to the abovementioned 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 Plate Making/Finishing Operators (on roster) in the roles ascribed to them.

Note

Plate Making/Finishing Operators (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 19,200 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,950 QB 31,725 x 775 – 32,500 x 925 – 35,275 a month.

IV. 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 the offices of the Mauritius High Commission/Embassies overseas.
2. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Acting Government Printer, Printing Department.

3. This circular 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.

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Wednesday 04 January 2017.

Date: 15 December 2016