

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 3 OF 2022**

### **Vacancy for Post of Assistant Government Printer** **Government Printing Department**

Applications are invited from qualified officers of the Government Printing Department who wish to be considered for appointment as Assistant Government Printer in the Department.

#### **II. QUALIFICATIONS**

- A. By selection from among officers who hold appointment in a substantive capacity in any of the following grades –
- (i) Senior Graphic Artist; and
  - (ii) Printing Officer.
- B. Candidates should possess –
- (i) a diploma in Printing Technology or Printing Administration or Management or Business Administration or in a related field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
  - (ii) interpersonal and communication skills; and
  - (iii) leadership skills.

#### **NOTE**

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

#### **III. ROLE AND RESPONSIBILITIES**

To assume overall responsibility for receiving customers with their demands and solving their problems/complaints in the Printing Department.

#### **IV. DUTIES AND SALARY**

1. To assist the Government Printer in the discharge of his duties.
2. To prepare cost estimates for all printing jobs.
3. To plan methods of production to meet target dates.
4. To direct the operations of production control, particularly the development of efficient and economical practices and procedures.

5. To maintain printing output and quality.
6. To be responsible for security printing.
7. To use ICT in the performance of his duties.
8. 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 Assistant Government Printer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 39,350 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 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 Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.
2. Application Forms should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Government Printer, Government Printing Department.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at <https://psc.govmu.org>
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

#### **VI. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on 28 February 2022**. Application Forms received after the specified closing date and time will **not** be considered.

**Date: 8 February 2022**

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