

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 83 OF 2023

Vacancies for Post of Pressroom Machine Operator (on roster)
Government Printing Department

Applications are invited from qualified candidates who wish to be considered for appointment as Pressroom Machine Operator (on roster) in the Government Printing Department.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

By selection from among –

A. Candidates who possess –

- (i) 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;
- (ii) the National Trade Certificate (Level 3) in Printing issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) [now Mauritius Institute of Training and Development (MITD)]

or

the National Trade Certificate (Level 3) in Plate Making and Machine Printing issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) [now Mauritius Institute of Training and Development (MITD)] or the National Certificate (Level 3) in Plate Making and Machine Printing awarded by the Mauritius Institute of Training and Development (MITD); and

- (iii) a Certificate from a recognised institution in any –
 - (a) two of the software related to Printing such as Adobe InDesign, Quark Xpress, Adobe Photoshop, Microsoft Word, Microsoft Excel, Adobe Illustrator, Desktop Publishing

or

- (b) one of the software listed at A (iii) (a) and the Internet and Computing Core Certification (IC3)

AND

- B. Printing Assistant/Senior Printing Assistants (on roster) in post as at 31 December 2015 who do not possess the qualification at A (i) above will also be considered provided they –
- (i) show proof of having sat for the Cambridge School Certificate or General Certificate of Education “Ordinary Level”; and
 - (ii) possess –
 - (a) the National Trade Certificate (Level 3) in Plate Making and Machine Printing issued jointly by the Mauritius Examinations Syndicate and the Industrial and Vocational Training Board (IVTB) [now Mauritius Institute of Training and Development (MITD)] or the National Certificate (Level 3) in Plate Making and Machine Printing awarded by the Mauritius Institute of Training and Development (MITD); and
 - (b) a Certificate from a recognised institution in any one of the software listed at A (iii) (a) or the Internet and Computing Core Certification (IC3)

OR

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

NOTE

Pressroom Machine Operators (on roster) who possess either the National Trade Certificate (Level 3) in Printing or National Trade Certificate (Level 3) in Plate Making and Machine Printing or, the National Trade Certificate (Level 3) in any field of Printing or the National Certificate (Level 3) in Plate Making and Machine Printing or a Record of Unit Credit with two components towards the National Trade Certificate (Level 3) in Machine Printing or the Recognition of prior learning certificate from the Mauritius Qualification Authority or proof of having successfully completed the trade test for Pressroom Machine Operator (on roster) or reckon at least 15 years’ experience in the field of Press will be allowed to proceed beyond the Qualification Bar (QB) provided in the salary scale.

Note

1. **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.**
2. Candidates may be required to take part in a written examination.
3. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To assist the Assistant Production Supervisor in the administration of the section and to step in whenever he is absent or on leave.
2. To operate letterpress and cylinder/platen press for die-cutting, hotfoil, scoring, punching and creasing.
3. To operate any Printing Press (Offset Digital or others) which may or may not be coupled with IT components.
4. To operate guillotine/cutting machines.
5. To do ruling, numbering, perforating and embossing.
6. To correct and reprint documents such as Accounts Book forms, parking coupons, lottery tickets, election ballot papers and so on.
7. To be responsible for the daily/weekly/monthly routine (or as advised by machine manufacturer), maintenance and cleaning of the machines and safe keeping of minor tools associated with the machines.
8. To help the mechanic when mechanical breakdowns occur and during servicing of machines.
9. To ensure that the work is printed according to job specifications (content and paper/bristol), or any other substrates.
10. To use ICT in the performance of his duties.
11. 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 Pressroom Machine Operator (on roster) in the roles ascribed to him.

Note

Pressroom Machine 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 16,265 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 29,875 QB 30,700 x 825 – 35,650 x 900 – 37,450 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:

<https://psc.govmu.org>

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **09 00 hours to 15 30 hours on weekdays and not later than 15 00 hours on the closing date.**

3. Candidates are requested to follow the procedures that can be accessed through the “**How to Apply**” option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
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. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
8. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)**” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Monday 24 July 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 04 July 2023

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