

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 53 OF 2023

Vacancies for Post of Phototype-Setting Operator (on roster)
Government Printing Department

Applications are invited from qualified officers of the Government Printing Department who wish to be considered for appointment as Phototype-Setting Operator (on roster) in the Department.

II. QUALIFICATIONS

By selection from among serving officers of the Department reckoning at least five years' service in a substantive capacity and possessing -

- 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 Letter Assembly 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 of the softwares related to printing such as:
Quark Xpress, Pagemaker, Excel, Aldus Freehand, Illustrator, Adobe Photoshop, Desktop Publishing, Word 5.0 or any upgraded version.

Note

Phototype-Setting Operators (on roster) should possess the National Trade Certificate (Level 3) in Printing or a Record of Unit Credit in Letter Assembly 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 (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. 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 operate phototype-setting keyboard, word processors and pagemakers for reproduction on sensitised paper or film for eventual reproduction of printing plates.
3. To place unexposed film or sensitised paper in photographic element of machine.
4. To work on numerical control phototype-setting machine.
5. To operate any software in relation to page setup and imposition scheme prior to film making.
6. 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 Phototype-Setting Operators (on roster) in the roles ascribed to them.

Note

Phototype-Setting 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 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 QB 36,550 x 900 – 37,450 x 950 – 40,300 a month.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address:

<https://psc.govmu.org>

2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Government Printer, Government Printing Department.
4. 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**.
5. 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**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** 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.**

V. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 31 July 2023.** Applications received after the specified closing date and time will **not** be considered.

Date: 11 July 2023

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