

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 178 OF 2023

Vacancies for Post of Print Finishing/Book Binding Operator (on roster)
Government Printing Department

Applications are invited from qualified candidates who wish to be considered for appointment as Print Finishing/Book Binding 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 Print Finishing and Book Binding 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 Print Finishing 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 Print Finishing and Book Binding 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 Print Finishing awarded by the Mauritius Institute of Training and Development (MITD); and
 - (b) a Certificate from a recognised institution in any one 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

Print Finishing/Book Binding Operators (on roster) who possess the National Trade Certificate (Level 3) in Printing or National Trade Certificate (Level 3) in Print Finishing and Book Binding or the National Trade Certificate (Level 3) in any field of Printing or the National Certificate (Level 3) in Print Finishing or a Record of Unit Credit with two components towards the National Trade Certificate (Level 3) in Print Finishing and Book Binding or the Recognition of prior learning certificate from the Mauritius Qualification Authority or proof of having successfully completed the trade test for Print Finishing/Book Binding Operator (on roster) or reckon at least 15 years’ experience in the field of Bindery 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 (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, numbering, 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, which may or may not be coupled with IT components.
4. To perform binding work in Ministries/Departments, as and when required.
5. To be responsible for the daily/weekly/monthly routine maintenance (or as advised by the machine manufacturer), and cleaning of the machines and safe keeping of minor tools associated with the machines.
6. To collate and verify documents/printed works such as Accounts Book forms, parking coupons, tickets, election ballot papers and so on.
7. To help the mechanic when mechanical breakdowns occur and during servicing of machines.
8. To operate guillotine/cutting machines.
9. To use ICT in the performance of his duties.
10. 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 Print Finishing/Book Binding Operator (on roster) in the roles ascribed to him.

Note

1. Print Finishing/Book Binding 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.
2. Print Finishing/Book Binding Operators (on roster) are required to be outposted in other Ministries/Departments where their services are needed.

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 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. Candidates already in the service **should** submit their Application Form **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement 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 Monday 12 February 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 23 January 2024

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