

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 33 OF 2025**

### **Vacancy for Post of Pre-Press Officer** **National Assembly**

Applications are invited from qualified officers who wish to be considered for appointment as Pre-Press Officer in the National Assembly.

## **II. QUALIFICATIONS**

- A. By selection from among serving officers who reckon at least four years' service in a substantive capacity and who possess –
- (a) a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or
  - (b) passes not below Grade C in English Language and French obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained 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 or
  - (c) an equivalent qualification acceptable to the Public Service Commission.

### **Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. Candidates should –
- (i) have a knowledge of Quark Xpress and Adobe Photoshop or any upgraded version;
  - (ii) be conversant with the latest development in pre-press and printing technologies; and
  - (iii) possess qualities such as reliability, trustworthiness and discretion.

**NOTE**

1. Knowledge of parliamentary publishing practice and procedures is desirable.
2. Candidates should produce written evidence of knowledge claimed.
3. **The onus for the submission of written evidence of knowledge claimed and 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 written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

**III. DUTIES AND SALARY**

1. To be responsible to the Hansard Editor for organising texts in connection with debates, bills, etc., and images into functional page layouts prior to the running of printing and lithographic jobs.
2. To manipulate data on a pre-press computer system to develop high quality, aesthetical output such as design of visiting cards, programmes, pamphlets, invitation cards, reports of Committees and letterheads and to ensure that they meet the required standards.
3. To operate various equipment, including desktop publishing software and scanners.
4. To be responsible for the organisation and safe keeping of all files used in the creation of a document, including artwork in the parliamentary ICT infrastructure.
5. To use ICT in the performance of his duties.
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 the Pre-Press Officer in the roles ascribed to him.

**Note**

Pre-Press Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 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 their respective Supervising Officer/Responsible Officer.
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 Tuesday 12 August 2025**. Applications received after the specified closing date and time will **not** be considered.

**Date: 23 July 2025**

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