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GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Prime Minister's Office (Civil Status Division)  
~~Social Security, National Solidarity & Senior Citizen Welfare and Reform Institutions~~

Post: Officer-in-Charge (National Identity Card Unit)

Salary: Rs 21,400 x 600 - 23,200 x 800 - 28,000 x 1,000 - 30,000 (08 HR 59)  
Rs 12,170 x 400 - 12,970 x 500 - 14,970 (GSE 15) [PRB Report 2008]

Effective Date: 25 March 2002

- Qualifications:
- A. By selection from among officers in the General Services Class who:
    - (i) reckon at least four years' service in a substantive capacity in the class;
    - (ii) are drawing a minimum basic salary of Rs 10,170 a month;
    - (iii) have judgement and initiative in problem solving;
    - (iv) have good organising and administrative abilities; and
    - (v) possess good communication and supervisory skills.
  - B. Candidates should also be conversant with -
    - (i) the National Identity Card Act;
    - (ii) the Mauritian Citizenship Act;
    - (iii) the Civil Status Act; and
    - (iv) the provisions of the Constitution of Mauritius in relation to citizenship.

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*[Signature]*  
for Secretary for Public Service Affairs

25 MAR 2002

Date.....

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**NOTE**

Knowledge and experience in National Identity Card matters including the techniques of identification such as checking signatures and thumbprints, prosecution matters and court cases and the operation of a computerised system would be an advantage.

Candidates should produce written evidence of all knowledge/experience claimed.

**Duties:**

1. To be responsible for the smooth running of the National Identity Card Unit.
2. To control and supervise National Identity Card regional offices, including Rodrigues.
3. To supervise and co-ordinate the work of staff working under his control and to provide on-the-job training.
4. To attend to court cases in connection with cases of prosecution for failing to apply for a National Identity Card, impersonation, etc.
5. To control overall cash received and consumable films and plastic pouches.
6. To be responsible for the maintenance of cameras, laminators and pocket computers.
7. To input programme in pocket computer.
8. To prepare statistics and forecasts relating to National Identity Cards.
9. To be responsible for the security aspect in connection with the issue of National Identity Cards.
10. To attend to queries from members of the public and provide them with relevant information.
11. To attend to police queries.
12. To perform such cognate duties as may be assigned.



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*[Signature]*  
.....  
for Secretary for Public Service Affairs

Date: 25 MAR 2002