GOVERNMENT OF MAURITIUS

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

Ministry: Agro-Industry and Food Security

Post: Clerical Assistant/Senior Clerical Assistant (Ex-Tobacco Board)

Salary: Rs 12,750 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 –
19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 27,075 (08 022 056)

Effective Date: 16 December 2016

Qualifications: By appointment of Clerical Assistant/Senior Clerical Assistants on the
establishment of the former Tobacco Board who have been redeployed to the
Ministry of Agro-Industry and Food Security.

Duties:
1. To perform sub-clerical duties in any division/section/unit such as –
   (a) simple registry functions; and
   (b) the preparation, scrutiny and processing of documents, statistics and
       records.
2. To receive, sort and process mail and prepare materials for mailing.
3. To perform simple mathematical operations.
4. To assist officers in the discharge of routine work in relation to tasks which
   are carried out according to predetermined procedures and precise rules.
5. To operate modern office equipment such as telefax machine and electronic
   photocopying machine, and perform simple operations on computers.
6. To use ICT in the performance of his duties.
7. 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
   Clerical Assistant/Senior Clerical Assistant (Ex-Tobacco Board) in the roles
   ascribed to him.