GOVERNMENT OF MAURITIUS

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

Ministry:
Housing, Lands and Town and Country Planning

Post:
Senior Housing Clerk (restyled Executive Asslt (Housing))

Salary:
Rs 5,000 x 150 - 5,600 x 200 - 7,000 x 250 - 7,500 (GSC 9)

Effective Date:
22 February, 1996

Qualifications:
By promotion, on the basis of experience and merit, of officers
in the grade of Housing Clerk who reckon at least three years’
service in a substantive capacity in the grade.

Note:
For the first intake, consideration will be given to persons who
are performing the duties of the post provided they reckon at
least five years’ experience in clerical work related to housing
and possess at least a Cambridge School Certificate or a General
Certificate of Education “Ordinary Level” with passes in at least
five subjects including English Language obtained on one
certificate.

Duties:
1. To be responsible for the proper running of the Registry
(Administrative and Technical).
2. To prepare instruction documents to the Notary for the
sale of houses and leases after liaising with the Assistant
Housing Officer.
3. To keep a lease book.
4. To call for and receive documents from estate residents.
5. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

[Signature]
for Permanent Secretary

Date: 22 FEB 1996