GOVERNMENT OF MAURITIUS

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

Ministry: Labour and Industrial Relations

Post
Senior Shorthand Writer

Salary:
Rs 12,170 x 400 - 12,970 x 500 - 15,470 x 600 - 16,070 (GSS 6)

Effective Date:
8 February 2001

Qualifications:
By promotion, on the basis of experience and merit, of an officer in the
grade of Shorthand Writer reckoning at least two years' service in a
substantive capacity in the grade.

Duties:
1. To control and supervise the work of Shorthand Writers of the
Ministry.

2. To edit the notes of proceedings taken by Shorthand Writers.

3. To take down shorthand notes of proceedings and meetings both in
English and French and to transcribe them.

4. To give word processing and secretarial assistance whenever
required.

5. To perform such cognate duties as may be assigned.

Note

Senior Shorthand Writers may be required to work outside normal office
hours.