GOVERNMENT OF MAURITIUS

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

Ministry: Local Government and Rodrigues (Local Government Division)
Post: Local Government Clerk
Salary: Rs 4,875 x 125 – 5,375 x 150 – 6,425 x 175 – 6,950 x 205 – 7,770 x 300 – 9,870 (GSC 9)
(Personal)
Effective Date: 13 September 2002
Qualifications:
A. By selection from among officers in the grade of Local Government Clerk’s Assistant
who reckon at least eight years’ service in a substantive capacity in the grade.
B. By selection from among candidates holding a Cambridge School Certificate with credit
in at least five subjects including English Language, French and Mathematics or
Principles of Accounts obtained on one certificate or Passes not below Grade C in at
least five subjects including English Language, French and Mathematics or Principles of
Accounts obtained on one certificate at the General Certificate of Education “Ordinary
Level” or 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.

Duties:
1. To perform duties of a clerical nature such as:
   (a) the preparation, scrutiny and processing of straightforward documents, records, etc;
   (b) the preparation of simple documents subject to check;
   (c) arithmetical work;
   (d) registry work;
   (e) simple finance, establishment and stores work under supervision; and
   (f) the drafting of replies to simple correspondence.
2. To carry out pay duties, as and when required.
3. To carry out simple research work in connection with official documents.
4. To perform simple computer/data processing work.
5. To operate modern office equipment such as telefax machine, electronic photocopying
   machine etc.
6. To guide members of the public as and when required.
7. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

Date: 13 SEP 2002