GOVERNMENT OF MAURITIUS

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

Department: Public Service Commission and Disciplined Forces Service Commission

Post: Office Clerk

Salary: Rs 11,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 24,425 (08 17 50)

Effective Date: 17 October 2014

Qualifications: By selection from among serving employees on the permanent and pensionable
establishment who show proof of having sat for the Cambridge School Certificate
Examination or the General Certificate of Education “Ordinary Level”
Examination in at least five subjects at one sitting or an examination of
equivalent standard acceptable to the Public Service Commission.

Duties: 1. To perform sub-clerical duties such as –
   (a) simple registry functions;
   (b) the preparation, scrutiny and processing of documents, statistics
       and records; and
   (c) simple finance, establishment and stores work under supervision.

2. To guide members of the public.

3. To keep records of books, magazines and other publications.

4. To operate modern office equipment such as telefax machine, electronic
   and photocopying machine.

5. To use ICT in the performance of his duties.

6. 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 Office Clerk in the roles ascribed to him.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
17 October 2014

Date........................................................