GOVERNMENT OF MAURITIUS

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

Ministry: Social Security, National Solidarity and Senior Citizens Welfare
and Reform Institutions

Post: Clerk Assistant

Salary: Rs 6,125 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x
400 – 11,800 (08 11 37)

Effective Date: 19 February 2007

Qualifications: By selection from among officers of the Ministry of Social Security, National
Solidarity and Senior Citizens Welfare and Reform Institutions reckoning at least ten
years’ service in a substantive capacity in the grade of Office Assistant.

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

2. To guide members of the public.

3. To keep records of books, magazines, etc.

4. To operate modern office equipment such as telefax machine, electronic
photocopying machine, etc., and perform simple operations on computers.

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

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date 19 FEB 2007