

GOVERNMENT OF MAURITIUS

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

- Ministry:** Agro-Industry and Food Security
- Post:** Clerical Assistant/Senior Clerical Assistant (Ex-Tobacco Board)
- Salary:** Rs 12,750 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 27,075 (08 022 056)
- Effective Date:** 16 December 2016
- Qualifications:** By appointment of Clerical Assistant/Senior Clerical Assistants on the establishment of the former Tobacco Board who have been redeployed to the Ministry of Agro-Industry and Food Security.
- Duties:**
 1. To perform sub-clerical duties in any division/section/unit such as –
 - (a) simple registry functions; and
 - (b) the preparation, scrutiny and processing of documents, statistics and records.
 2. To receive, sort and process mail and prepare materials for mailing.
 3. To perform simple mathematical operations.
 4. To assist officers in the discharge of routine work in relation to tasks which are carried out according to predetermined procedures and precise rules.
 5. To operate modern office equipment such as telefax machine and electronic photocopying machine, and perform simple operations on computers.
 6. To use ICT in the performance of his duties.
 7. 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 Clerical Assistant/Senior Clerical Assistant (Ex-Tobacco Board) in the roles ascribed to him.



CERTIFIED CORRECT

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*