

GOVERNMENT OF MAURITIUS

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

- Ministry:** Arts and Culture
- Post:** Assistant Secretary, Film Classification Board
- Salary:** Rs 20,525 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 (08 046 069)
- Effective Date:** 10 November 2016
- Qualifications:** By selection from among serving officers who are drawing a basic salary of not less than Rs 19,200 and who –
 - (i) possess a diploma in Social Work or Communication Studies or Management or Administration or Humanities from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) have good administrative and organising abilities; and
 - (iii) possess good communication and interpersonal skills.

NOTE

The Assistant Secretary, Film Classification Board will be required to follow successfully an approved course leading to a degree in Social Work or Communication Studies or Management or Administration or Humanities from a recognised institution to be eligible for consideration for promotion as Secretary, Film Classification Board.

- Duties:**
 1. To assist the Secretary, Film Classification Board in the performance of his duties.
 2. To be responsible for –
 - (a) customs clearance of films; and
 - (b) the compilation of information and input of data regarding the activities of the Film Classification Board.

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[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

10 November 2016

Date.....

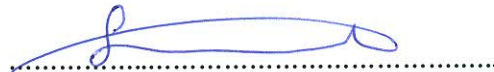
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

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3. To record entries in different registers of the Film Classification Board and prepare relevant statements for payment of fees to censors.
4. To ensure that all data input are up to date and accurate.
5. To submit reports/statistics on the activities of the Film Classification Board, as may be required.
6. To supervise and monitor the work of subordinate staff.
7. To use ICT in the performance of his duties.
8. 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 Assistant Secretary, Film Classification Board in the roles ascribed to him.



CERTIFIED CORRECT



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

10 November 2016

Date.....