

GOVERNMENT OF MAURITIUS

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

- Department:** Attorney-General's Office
- Post:** Legal Assistant
- Salary:** Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 40,300 (12 038 073)
- Effective Date:** 13 May 2024
- Qualifications:**
- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

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.

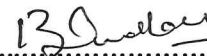
- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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B. D. Nundloll (Mrs)

for Secretary for Public Service

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C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of at least one year, both theoretical and practical, in all aspects of the work of a Legal Assistant, including training in the legal procedure at all levels and in general principles of law. On satisfactory completion of the training and on being favourably reported upon, they will be eligible for appointment in the grade in a substantive capacity, as and when vacancies occur.

Duties:

1. A. **When posted to the Law Revision Unit**

- (a) To update law books (Revised Laws of Mauritius and Revised Subsidiary Legislation of Mauritius), keep proper record and draft yearly index of Acts, Government Notices, Proclamations and Reprints.
- (b) To assist in –
 - (i) formatting Bills, Regulations, Proclamations, General Notices and proof reading for publication in Gazette; and
 - (ii) updating and consolidation of Acts of Parliament and Subsidiary Legislations to be posted on the website.
- (c) To perform ancillary duties relating to Parliamentary Questions, Private Notice Questions, Cabinet Memorandum, Information Paper, Note for Mention and such other documents.

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B. When posted to the Civil Registry

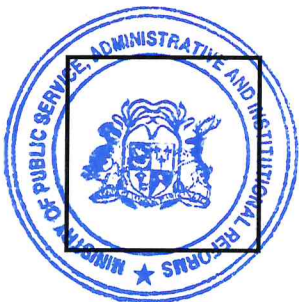
To be responsible for cases lodged before the Courts and Tribunals including –

- (i) preparation of briefs;
- (ii) preparation of list of witnesses;
- (iii) collecting court proceedings/assisting in the process of swearing of Affidavits;
- (iv) depositing documents for service by Court Ushers, retrieving returns and filing at relevant Court;
- (v) handling of incoming mails; and
- (vi) the process of claiming of costs.

C. When posted to the Law Firm Section/Mutual Legal Assistance (MLA) Registry

- (a) To assist the Chief Legal Secretary –
 - (i) in all matters relating to the registration of Law firms and any other related matters in accordance with the Law Practitioners' Act and in keeping updated records thereof; and
 - (ii) in verifying the documents in relation to application for prospective law practitioners.
- (b) To assist the Unit Head of International Cooperation in Legal Matters Unit –
 - (i) in all matters pertaining to extradition, mutual legal assistance and other related matters; and

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- (ii) in updating database of Eastern and Southern Africa Anti-Money Laundering Group (ESAAMLG) and MLA and prepare summary and feedback form, as appropriate.
- (c) To assist in –
 - (i) the preparation of outreach and training; and
 - (ii) the National Risk Assessment process.
- (d) To act as liaison officer between the Attorney-General's Office and other Government Departments, Ministries, agencies and relevant professionals.

D. When posted to the Change of Name Section

- (a) To receive and follow-up applications regarding change of name, rectification, tardy declaration and division in kind.
- (b) To draft Change of Name Certificates, General Notices and Conclusions.

E. When posted to the Curatelle Section

To assist the Curator of Vacant Estates in all duties incumbent upon him including Vesting Orders and "gestion tutélaire".

- 2. To perform e-archiving of files.
- 3. To represent the Attorney-General's Office in Court, as and when required.
- 4. To use ICT in the performance of his duties.
- 5. 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 Legal Assistant in the roles ascribed to him.



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