

GOVERNMENT OF MAURITIUS

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

- Department:** Attorney-General's Office
- Post:** Principal Legal Assistant
- Salary:** Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 52,550 (12 062 082)
- Effective Date:** 13 May 2024
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Legal Assistant who –
- (a) reckon at least three years' service in a substantive capacity in the grade;
  - (b) possess a diploma in Legal Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
  - (c) possess good administrative, supervisory and organising skills;
  - (d) have the ability to work in a multi-disciplinary team;
  - (e) possess good interpersonal and communication skills; and
  - (f) have the ability to meet tight deadlines.
- Role and Responsibilities:** To assist the Registrar (Legal Assistant Cadre) in the administrative duties of the Law Revision Unit and the Civil Registry.
- Duties:**
1. To format Bills, Regulations, Proclamations and General Notices.
  2. To update and consolidate Revised Laws of Mauritius and Revised Subsidiary Legislations of Mauritius on the Intranet and website.
  3. To supervise the ancillary duties relating to –
    - (a) Parliamentary Questions, Private Notice Questions, Cabinet Memorandum, Information Paper, Note for Mention and such other documents; and
    - (b) appeal cases.

/2...



**CERTIFIED CORRECT**

*B. D. Nundloll*

**B. D. Nundloll (Mrs)**

*for Secretary for Public Service*

**13 May 2024**

**Date**.....

GOVERNMENT OF MAURITIUS

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

-2-

4. To handle files referred by the Ministry of Social Integration, Social Security and National Solidarity for the apportionment of death gratuity.
5. To assist the Chief Legal Assistant in the follow-up of cases lodged before the Supreme Court.
6. To prepare briefs in cases before the Supreme Court and the Court of Civil Appeal and to assist in preparing briefs before the Judicial Committee of the Privy Council.
7. To assist in the process of claiming of costs.
8. To update records of pending cases involving parastatal bodies and to liaise with Ministries/Departments for their stand in cases before Court.
9. To assist in the process of swearing of Affidavits.
10. To represent the Attorney-General's Office in Court, as and when required.
11. To use ICT in the performance of his duties.
12. 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 Principal Legal Assistant in the roles ascribed to him.



**CERTIFIED CORRECT**

*B. D. Nundloll*

**B. D. Nundloll (Mrs)**

*for Secretary for Public Service*

**13 May 2024**

Date.....