

GOVERNMENT OF MAURITIUS

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

- Department:** Attorney-General's Office
- Post:** Registrar (Legal Assistant Cadre)
- Salary:** Rs 40,300 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 (12 073 092)
- Effective Date:** 13 May 2024
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Chief Legal Assistant who –
- (i) reckon at least two years' service in a substantive capacity in the grade; and
  - (ii) possess effective managerial and problem-solving skills.
- Role and Responsibilities:** To be responsible to the Chief Legal Secretary for the effective and efficient functioning of the Legal Assistant Cadre with a view to enabling the Attorney-General's Office in achieving its aims and objectives.
- Duties:**
1. To be responsible for the overall supervision of all Registries (Civil, Change of Name, Curatelle, Law Firm, Mutual Legal Assistance) and the administrative duties of the Law Revision Unit.
  2. To supervise and format Bills, Regulations, Proclamations, General Notices and other documents.
  3. To supervise and assist in the revision of Acts of Parliament and Subsidiary Legislations.
  4. To supervise the continuous updating of Law books and laws on the website.
  5. To devise and provide training courses for officers of the Legal Assistant Cadre.
  6. To be responsible for giving strike off as regards Regulations, Government Notices (Regulations), General Notices and Proclamations for the purpose of publication in the Gazette and, in that respect, liaise with Ministries/Departments.

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CERTIFIED CORRECT

*B. D. Nundloll*

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B. D. Nundloll (Mrs)  
for Secretary for Public Service

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7. To supervise the ancillary duties relating to Parliamentary Questions, Private Notice Questions, Cabinet Memorandum, Information Paper, Note for Mention and such other documents.
8. To attend to petitions and queries from members of the public and process applications for citizenship.
9. To supervise the preparation of briefs in respect of cases before the Judicial Committee of the Privy Council.
10. To ensure the proper e-archiving of files.
11. To represent the Attorney-General's Office in Court, as and when required.
12. To use ICT in the performance of his duties.
13. 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 Registrar (Legal Assistant Cadre) in the roles ascribed to him.



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*B. D. Nundloll*

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B. D. Nundloll (Mrs)  
*for Secretary for Public Service*

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