

GOVERNMENT OF MAURITIUS

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

Ministry: Industry, Small and Medium Enterprises, Commerce and Co-operatives (Co-operatives Division)

Post: Clerk Assistant

Salary: $10,000 \times 250 - 12,500 \times 300 - 14,300 \times 350 - 16,050 \times 450 -$
Rs $6,125 \times 150 - 7,325 \times 175 - 8,200 \times 200 - 9,000 \times 250 - 10,000 \times 300 -$
 $10,600 \times 400 - 11,800 (08-11-37) -$
 $18,300 \times 600 - 19,500 \times 750 - 21,000 (08-11-41)$

Effective Date: 7 June 2006

Qualifications: By selection from among officers of the Co-operatives Division of the Ministry reckoning at least ten years' service in a substantive capacity in the grade of Office Assistant.

- Duties:**
1. To perform sub-clerical duties such as:
 - (a) simple registry functions;
 - (b) the preparation, scrutiny and processing of documents, statistics and records, etc.; and
 - (c) performing simple finance, establishment and stores work under supervision.
 2. To guide members of the public.
 3. To keep records of books, magazines, etc.
 4. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc. and perform simple operations on computers.
 5. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

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[Signature]
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

07 JUN 2006
Date.....