

GOVERNMENT OF MAURITIUS

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

- Department:** Employment Relations Tribunal
- Post:** Transcriber
- Salary:** Rs 23,025 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 44,800 (08 050 077)
- Effective Date:** 27 August 2024
- Qualifications:**
- A. A Cambridge Higher School Certificate with passes at “Principal Level” in English and French or Passes in at least two subjects including English and French obtained on one Certificate at the General Certificate of Education “Advanced Level”.
- B. A certificate in keyboarding or typewriting with a speed of at least 40 words per minute from a recognised institution.

OR

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

- C. Candidates should –
- (i) have the ability to use computer-assisted transcriptions;
  - (ii) possess good word processing skills and be able to use digital recording systems;
  - (iii) be able to communicate effectively, both in writing and orally;
  - (iv) possess good listening skills; and
  - (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

**NOTE**

Senior Word Processing Operators and Word Processing Operators who hold a substantive appointment in their respective grade will also be considered provided they possess the qualifications laid down at B and C above.

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**CERTIFIED CORRECT**

*B. D. Nundloll*

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

**27 August 2024**

**Date**.....

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**Duties:**

1. To be responsible to the Registrar, Employment Relations Tribunal through the Senior Transcriber for the effective recording and accurate transcription and reporting of the proceedings of the Tribunal.
2. To undertake effective recording, annotations, transcription and editing exercises.
3. To operate the digital recording system.
4. To give clerical, typing and secretarial assistance, as and when required.
5. To use ICT in the performance of his duties.
6. 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 Transcriber in the roles ascribed to him.

**Note**

Transcribers may be required to work at staggered hours.



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*for Secretary for Public Service*

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