

GOVERNMENT OF MAURITIUS

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

- Ministry:** Finance and Economic Development
(Corporate and Business Registration Department)
- Post:** Official Receiver
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (12 069 085)
- Effective Date:** 06 July 2018
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Official Receiver who reckons at least two years' service in a substantive capacity in the grade and who –
- (i) reckons at least five years' practical experience in insolvency and liquidation matters;
 - (ii) is conversant with Government machinery, processes and functions;
 - (iii) possesses strong administrative and managerial abilities and leadership skills; and
 - (iv) has good interpersonal and communication skills.
- Role and Responsibilities:** To execute the duties of his office as laid down in the relevant legislation.
- Duties:**
1. To assist the Registrar of Companies/Director of the Insolvency Service or any officer designated by him in the performance of his duties.
 2. To be responsible to the Registrar of Companies/Director of the Insolvency Service for the discharge of the duties as laid down in the Insolvency Act, which include amongst others –
 - (i) to fulfill the duties of Interim Receiver of a debtor's property;
 - (ii) to be the trustee of a bankrupt's estates vested in him;

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

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- (iii) to convene and chair meetings of creditors in bankruptcy cases and meeting of creditors and contributories in winding-up cases;
 - (iv) to act as Liquidator/Provisional Liquidator and exercise control over Liquidators/Provisional Liquidators/Deputy Official Receiver;
 - (v) to conduct private examination of the debtor and of other persons, as required;
 - (vi) to present evidence and conduct the examination of the debtor and other witnesses in a public examination before the Court;
 - (vii) to prepare and file such reports in the Court or with the Registrar of Companies/Director of the Insolvency Service as may be required;
 - (viii) to levy such fees as determined by law; and
 - (ix) to represent the Registrar of Companies/Director of the Insolvency Service in Court.
3. To perform the duties devolving under the Companies Act.
 4. To supervise, coordinate and monitor the work of Deputy Official Receiver.
 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 Official Receiver in the roles ascribed to him.

Note

The Official Receiver may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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