



SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Information

Post: Executive Assistant (Information)

Salary: Rs 5,000 x 150 - 5,600 x 200 - 7,000 x 250 -
7,500 (GSE 2)

Effective Date: 25 July, 1995

Qualifications: A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate.

OR

A General Certificate of Education 'Ordinary Level' with passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate.

OR

An equivalent qualification acceptable to the Public Service Commission.

NOTE:

- (1) Candidates should have qualities of trustworthiness and discretion.
- (2) For the first intake, priority of consideration will be given to persons who have been performing the duties of the post although they may not possess the qualifications specified.

Duties:

1. To perform, under supervision and in accordance generally with administrative regulations or an established code of administrative practice, functions requiring the exercise of some measure of judgment and initiative.



CERTIFIED CORRECT

2/

.....
for Permanent Secretary

Date..... 25 JUL 1995

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- 3 -

2. To give general assistance in any one of the units of the Ministry namely, the registry, finance, censorship, audio-visual, press and documentation.
3. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

M. L.

.....
for Permanent Secretary

25 JUL 1995

Date.....