

GOVERNMENT OF MAURITIUS

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

- Ministry:** Housing and Lands
- Post:** Housing Clerk
- Salary:** Rs 6,725 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 13,400 (08 15 41)
- Effective Date:** 23 March 2005
- Qualifications:**
  - (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
  - (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
  - (c) An equivalent qualification acceptable to the Public Service Commission.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- Duties:**
  - 1. To perform duties of a clerical nature such as
    - (i) the preparation, scrutiny and processing of straightforward documents, records, etc.;
    - (ii) the preparation of simple documents subject to check;
    - (iii) arithmetical work;
    - (iv) registry work;

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CERTIFIED CORRECT

*J. W. S. Jeyaraj*

for Senior Chief Executive  
Ministry of Civil Service Affairs and  
Administrative Reforms

23 MAR 2005

Date.....

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- (v) simple finance, establishment and stores work under supervision;
  - (vi) drafting replies to simple correspondence;
  - (vii) processing deeds of acquittances;
  - (viii) preparing daily returns of revenue collection; and
  - (ix) assisting in chasing debtors.
2. To perform simple computer/data processing work and microfilming.
  3. To carry out simple research work in connection with official documents.
  4. To perform such cognate duties as may be assigned.



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*for Senior Chief Executive  
Ministry of Civil Service Affairs and  
Administrative Reforms*

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