

GOVERNMENT OF MAURITIUS

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

- Ministry:** Labour and Industrial Relations
- Post** Senior Shorthand Writer
- Salary:** Rs 12,170 x 400 - 12,970 x 500 - 15,470 x 600 - 16,070 (GSS 6)
- Effective Date:** 8 February 2001
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Shorthand Writer reckoning at least two years' service in a substantive capacity in the grade.
- Duties:**
1. To control and supervise the work of Shorthand Writers of the Ministry.
 2. To edit the notes of proceedings taken by Shorthand Writers.
 3. To take down shorthand notes of proceedings and meetings both in English and French and to transcribe them.
 4. To give word processing and secretarial assistance whenever required.
 5. To perform such cognate duties as may be assigned.

Note

Senior Shorthand Writers may be required to work outside normal office hours.



CERTIFIED CORRECT

M. L.
for Secretary for Public Service Affairs

08 FEB 2001

Date.....