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

Organisation: Rodrigues Regional Assembly (Education)

Post: School Clerk

Salary: Rs 9,600 x 200 − 10,200 x 250 − 11,700 x 300 − 13,800 x 400 − 15,000 x 500 −
16,000 x 600 − 19,600 (08 18 45)

Effective Date: 6 June 2011

Qualifications:
A. (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.

   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.

B. A Cambridge Higher School Certificate or Passes in at least two subjects
   obtained on one certificate at the General Certificate of Education
   “Advanced Level”.

OR

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

C. Candidates should be computer literate.

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CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
06 JUN 2011
Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To perform, under the general supervision and responsibility of the Head of School, non-pedagogical duties such as –
   
   (a) supervision of the preparation and/or distribution of food, shoes, school furniture, materials and any other items to school children;
   
   (b) compilation of statistical data;
   
   (c) helping in the inventory of school furniture, materials and equipment, including audio-visual materials;
   
   (d) keeping of accounts and/or fund in respect of the School Garden Fund, Canteen Fund and any other funds and effecting payments or receiving money due;
   
   (e) running the school library and the Multi Media Laboratory;
   
   (f) assisting in orderly duties and in the rendering of first aid;
   
   (g) assisting in the upkeep of the school premises, furniture and all school equipment; and
   
   (h) attending all Parent Teacher Association meetings and helping in any extra curricular activities, as and when required.

2. To perform word processing and other basic ICT functions.

3. 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 School Clerks in the roles ascribed to them.

**Note**

School Clerks will be required to work during school vacations and, if the need arises, they may be called upon to provide their services in other sections during that period.

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**CERTIFIED CORRECT**

[Signature]

for Senior Chief Executive

Ministry of Civil Service and Administrative Reforms

Date: 06 Jun 2011