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

- Organisation:** Rodrigues Regional Assembly (Education)
- Post:** Senior School Clerk
- Salary:** Rs 12,300 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,000 (08 29 49)
- Effective Date:** 9 March 2011
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of School Clerk who reckon at least four years' service in a substantive capacity in the grade.
- Duties:**
1. To be responsible for the supervision, monitoring and co-ordination of the work of School Clerks.
 2. To ensure that all compilation of statistical data and financial documents are submitted on time.
 3. To help in the registration of admission to schools.
 4. To follow up on requests for text books, materials and other items and to monitor distribution thereof to schools.
 5. To ensure that records, inventory and accounts of the schools falling within his responsibility are properly kept.
 6. To monitor work on physical infrastructure and the upkeep of school premises.
 7. To monitor the School Feeding Project and other requests made by school/s.
 8. To provide general assistance in schools, as and when required.
 9. To use ICT in the performance of his duties.
 10. 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 Senior School Clerk in the roles ascribed to him.

Note

The Senior School Clerk will be required to work during school vacations and also to attend all Parent Teacher Association meetings and to help in any extra curricular activities, as and when required.



CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

09 MAR 2011

Date.....