

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

- Organisation:** Rodrigues Regional Assembly (Judicial Services)
- Post:** Principal Court Officer
- Salary:** Rs 30,700 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 52,550 (12 062 082)
- Effective Date:** 11 January 2022
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Court Officer who reckon at least three years' service in a substantive capacity in the grade and who possess –
- (i) a Diploma in Legal Studies and Court Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
  - (ii) good organising and supervisory skills.
- Duties:**
1. To be responsible to the Chief Court Officer/Court Manager or any other officer designated by the Judge in Bankruptcy and Master and Registrar for the following –
    - (i) to assist the Chief Court Officer/Court Manager in the discharge of his duties;
    - (ii) to receive, lodge, process civil and criminal cases and issue summonses, court orders, remand sheets and civil warrants;
    - (iii) to act as Registrar in civil and criminal cases and in any division of the Supreme Court and the Court of Rodrigues;
    - (iv) to prepare minutes of Court proceedings, process appeals and take charge of court records, as and when required;
    - (v) to prepare and issue writs, subpoenas, rules, orders, signing judgements and similar processes;
    - (vi) to tax processes and documents;
    - (vii) to prepare Cause Lists and daily rolls;

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**CERTIFIED CORRECT**

*D. Gowry*  
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**D. Gowry (Mrs)**  
*for Secretary for Public Service*

**11 January 2022**  
Date.....

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- (viii) to draw up memoranda regarding deposit of wills, "Ordres", distributions of sale price and renunciations;
  - (ix) to ensure the proper handling and safeguarding of evidence and file management and keep control of exhibits produced in Court;
  - (x) to act as general interpreter for English, French and Creole;
  - (xi) to operate digital recording equipment;
  - (xii) to provide secretarial services to Boards and Committees;
  - (xiii) to prepare documents on court procedures for the information of the general public; and
  - (xiv) to supervise and train junior staff.
2. To use ICT in the performance of his duties.
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 the Principal Court Officer in the roles ascribed to him.



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*for Secretary for Public Service*

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