

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Judiciary)
- Post:** Senior Court Officer
- Salary:** Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 (12 45 64)
- Effective Date:** 14 August 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Court Officer who –
  - (i) reckon at least four years’ service in a substantive capacity in the grade; and
  - (ii) have sound knowledge of the Courts Act, Intermediate and District Court (Civil and Criminal Jurisdiction) Act, Rules of Court, Judicial and Legal Provisions Act, Civil Procedure Act, Criminal Procedure Act, Industrial Court Act and Rules and Regulations made in these enactments.
- Duties:**
  1. To act as Registrar in civil and criminal cases and before the Court of Rodrigues.
  2. To receive, lodge, process civil and criminal cases and issue summonses, court orders, remand sheets and civil warrants.
  3. To prepare minutes of Court proceedings, process appeals and take charge of court records, as and when required.
  4. To prepare and issue writs, subpoenas, rules, orders, signing judgments and similar processes.
  5. To tax processes and documents.
  6. To prepare Cause Lists and daily rolls.
  7. To draw up memoranda regarding deposit of wills, “Ordres”, distributions of sale price and renunciations.
  8. To perform data processing work and microfilming.
  9. To ensure the proper handling and safeguarding of evidence and file management and keep control of exhibits produced in court.

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CERTIFIED CORRECT

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*M. A. S.*  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms

14 August 2015

Date.....


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10. To act as general interpreter for English, French and Creole.
11. To operate digital recording equipment.
12. To provide secretarial services to Boards and Committees.
13. To use ICT in the performance of his duties.
14. 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 Court Officer in the roles ascribed to him.

**CERTIFIED CORRECT**

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

**14 August 2015**

Date.....

