

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 16 OF THE  
DISCIPLINED FORCES SERVICE COMMISSION REGULATIONS**

**Organisation:** Rodrigues Regional Assembly (Prisons and Reform Institutions)

**Post:** Principal Prisons Officer

**Salary:** Rs 21,425 x 750 – 29,675 x 900 – 34,175 (17 46 62)

**Effective Date:** 17 December 2013

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grades of

- (a) Prisons Officer Grade I (Personal); and
- (b) Prisons Officer/Senior Prisons Officer reckoning at least five years' service in a substantive capacity in the grade

who -

- (i) possess good organising and supervisory skills; and
- (ii) have a high sense of responsibility and the ability to exercise authority.

**Duties:** 1. To assist the Assistant Superintendent of Prisons as orderly officer in the running of the institution, particularly in the discharge of the following duties -

- (i) distribution of keys;
- (ii) inspection of duty parade and taking of counts;
- (iii) supervision and deployment of staff;
- (iv) control of detainees and their movement; and
- (v) supervision of -
  - (a) unlock/lock-up of detainees;
  - (b) service of tea/meals to detainees; and
  - (c) distribution, resumption and cessation of labour.

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**CERTIFIED CORRECT**

*for Senior Chief Executive  
Ministry of Civil Service and  
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2. To perform such duties as laid down in the Reform Institutions Act, Prison Regulations, legislations in force and standing orders with a view to ensuring that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institution.
3. To take charge of sub units, that is, to be in charge of night duty, reception, kitchen, remand, dog section, escort section and other areas where the presence of a Principal Prisons Officer is needed.
4. To ensure that rules and regulations are observed by staff and detainees and that appropriate action is initiated in case of misconduct.
5. To ensure that human, financial and material resources available are used efficiently, effectively and economically.
6. To perform such rehabilitation work as may be assigned by the Commissioner of Prisons, Departmental Head responsible for the Prisons and Reform Institutions in Rodrigues/Assistant Superintendent of Prisons and/or the Island Chief Executive.
7. To drive the vehicles of the Prisons and Reform Institutions of the Rodrigues Regional Assembly, as and when required.
8. To use ICT in the performance of his duties.
9. 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 Prisons Officer in the roles ascribed to him.



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