

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

- Organisation:** Rodrigues Regional Assembly (Registration Unit)
- Post:** Registration Officer
- Salary:** Rs 7,500 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 14,600 (18 20 44)
- Effective Date:** 16 February 2005
- Qualifications:**
- A. By appointment of Trainee Registration Officers who have been enlisted as at 30 June 2003 and have successfully completed their training.
 - B. By selection from among officers who hold a substantive appointment in the grade of Clerk and possess 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 an equivalent qualification acceptable to the Public Service Commission.
- Duties:**
- 1. To perform duties relating to succession and registration of deeds, including taxation.
 - 2. To analyse deeds deposited for transcription.
 - 3. To make entries in repertories regarding transfer and mortgage of properties.
 - 4. To keep registers of deposit and indexes.
 - 5. To prepare and process data to be fed into the computer system of the Registration Unit and to retrieve such data, as and when required.
 - 6. To maintain a record system for the classification and retrieval of deeds and other relevant information.
 - 7. To advise members of the public on registration matters.
 - 8. To issue certified copies of deeds.
 - 9. To effect searches at the request of Banks and Mauritius Housing Corporation regarding charges burdening properties.
 - 10. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

[Handwritten Signature]

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

Date.....16 FEB 2005.....

