

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

Organisation: Rodrigues Regional Assembly (Registration Unit)

Post: Senior Registration Officer

Salary: Rs 17,200 x 600 – 23,200 x 800 – 24,800 (18 41 53)

Effective Date: 25 July 2011

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Registration Officer who reckon at least four years' service in a substantive capacity in the grade and who possess good communication and interpersonal skills.

- Duties:**
1. To assist the Principal Registration Officer in the performance of his duties.
 2. To take down declarations of succession and deal with all correspondence relating to succession.
 3. To check entries made in all registration and mortgage registers.
 4. To prepare, process and input data in the computer system of the Registration Unit and to retrieve such data, as and when required.
 5. To use ICT in the performance of his duties.
 6. 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 Registration Officer in the roles ascribed to him.



CERTIFIED CORRECT

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

25 JUL 2011

Date.....