

GOVERNMENT OF MAURITIUS

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

- Ministry:** Social Integration, Social Security and National Solidarity  
(Social Security and National Solidarity Division)
- Post:** Clerical Officer (Ex-MESTF)
- Salary:** Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 –  
21,950 x 625 – 23,200 x 775 – 30,175 (08 027 060) (Personal)
- Effective Date:** 20 September 2021
- Qualifications:** By appointment of the Clerical Officer on the establishment of the former Mauritius Ex-Services Trust Fund who will be redeployed to the Social Security and National Solidarity Division of the Ministry of Social Integration, Social Security and National Solidarity on proclamation of section 39 of the Finance Act 2020.
- Duties:**
1. To perform duties of a clerical nature such as –
    - (a) the preparation, scrutiny and processing of straightforward documents and records;
    - (b) the preparation of simple documents subject to check;
    - (c) arithmetical work;
    - (d) the drafting of replies to simple correspondence; and
    - (e) simple data entry and updating of information in a computer system, as and when required.
  2. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
  3. To control a small sub-section.
  4. To perform microfilming.
  5. To operate modern office equipment such as telefax machine and electronic photocopying machine.
  6. To guide members of the public, as and when required.
  7. To carry out simple research in connection with official documents.

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CERTIFIED CORRECT

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*S. Chundusing*  
S. Chundusing (Mrs)  
for Secretary for Public Service

20 September 2021

Date.....

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8. To keep records regarding documents, books and magazines of the Social Security and National Solidarity Division and to assist users by providing relevant information, whenever required.
9. To assist in duties relating to meetings, organisation of official functions, training programmes and other activities.
10. To use ICT in the performance of his duties.
11. 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 Clerical Officer (Ex-MESTF) in the roles ascribed to him.



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*S. Chundusing*  
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for Secretary for Public Service

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