

GOVERNMENT OF MAURITIUS

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

**Ministry:** Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions

**Post:** Clerk Assistant

**Salary:** Rs 6,125 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 11,800 (08 11 37)

**Effective Date:** 19 February 2007

**Qualifications:** By selection from among officers of the Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions reckoning at least ten years' service in a substantive capacity in the grade of Office Assistant.

- Duties:**
1. To perform sub-clerical duties in any Division/Section/Unit such as :
    - (a) simple registry functions;
    - (b) the preparation, scrutiny and processing of documents, statistics and records, etc.; and
    - (c) performing simple finance, establishment and stores work under supervision.
  2. To guide members of the public.
  3. To keep records of books, magazines, etc.
  4. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc., and perform simple operations on computers.
  5. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

*Rancher*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date... 19 FEB 2007