

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:** Word Processing Operator (Ex-MESTF)
- Salary:** Rs 13,790 x 260 – 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 – 29,400 (08 026 059) (Personal)
- Effective Date:** 20 September 2021
- Qualifications:** By appointment of the Word Processing Operator 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 type and collate official documents.
 2. To perform simple clerical duties, as and when required, to ensure speedy handling of correspondence, although clerical work does not form part of the normal duties of a Word Processing Operator.
 3. To perform word processing and computer/data processing work and to operate telefax and e-mail services.
 4. To replace Confidential Secretaries and Senior Word Processing Operators, as and when required.
 5. 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 Word Processing Operator (Ex-MESTF) in the roles ascribed to him.



CERTIFIED CORRECT

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S. Chundung
S. Chundung (Mrs)
for Secretary for Public Service

20 September 2021
Date.....