

GOVERNMENT OF MAURITIUS

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

- Ministry:** Information Technology, Communication and Innovation  
(Central Information Systems Division)
- Post:** Senior Data Entry Officer
- Salary:** Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 –  
27,400 x 825 – 35,650 x 900 – 36,550 (04 041 069)
- Effective Date:** 03 July 2023
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of  
Data Entry Officer who –
- (i) reckon at least three years' service in a substantive capacity in the grade; and
  - (ii) possess good interpersonal and communication skills.
- Duties:**
1. To assist the Data Entry Supervisor in his duties and replace him, as and when required.
  2. To supervise, monitor and lead a team of Data Entry Officers.
  3. To perform data capture and verification in data entry systems.
  4. To scan input documents.
  5. To input and amend records in computer systems and perform backups.
  6. To test and validate Data Entry programs.
  7. To mentor and provide training and assistance to Data Entry Officers, as and when required.
  8. To use ICT in the performance of his duties.
  9. 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 Data Entry Officer in the roles ascribed to him.

**Note**

Senior Data Entry Officers will be required to work at the Central Information Systems Division and in the IT Units of Ministries/Departments.

CERTIFIED CORRECT



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B. D. Nundloll (Mrs)  
for Secretary for Public Service

03 July 2023

Date.....

