

GOVERNMENT OF MAURITIUS

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

Ministry: Information Technology and Telecommunications
(Central Information Systems Division)

Post: Data Entry Officer

Salary: Rs 7,175 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 13,400 (04 18 41)

Effective Date: 15 March 2005

- Qualifications:**
- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
 - (c) An equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A certificate in typewriting at a speed of at least 25 words a minute from a recognised institution.
- C. A certificate in Word Processing or Data Processing or Spreadsheet from a recognised institution.

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for Senior Chief Executive
Ministry of Civil Service Affairs and
Administrative Reforms

15 MAR 2005

Date

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PUBLIC SERVICE COMMISSION REGULATIONS**

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NOTE 1

Candidates not possessing qualification at B above will also be considered provided they can type efficiently at a speed of at least 25 words per minute. They will be required to undergo a test as arranged by the Public Service Commission.

NOTE 2

Candidates not possessing the qualification at C above will also be considered provided they possess at least a pass in Computer Studies at the Cambridge School Certificate or at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission.

Duties:

1. To perform data capture from source documents to a computer system or data entry system.
2. To verify data capture effected.
3. To perform backup and print reports, as and when required.
4. To perform such cognate duties as may be assigned.

Note

1. Data Entry Officers are required to work on a roster basis according to a plan specifying the commencing times and finishing times of turns of duty which include night duty or not.
2. They may be posted to the Central Information Systems Division or to the Information Services Section/Unit in Ministries/Departments.



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[Handwritten Signature]

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*for Senior Chief Executive
Ministry of Civil Service Affairs and
Administrative Reforms*

15 MAR 2005

Date