

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Confidential Clerk/Senior Confidential Clerk
- Salary:** Rs 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 26,400 (08 34 55)
- Effective Date:** 17 April 2009
- Qualifications:** By selection from among officers in the grades of –
- (i) Senior Word Processing Operator; and
  - (ii) Word Processing Operator reckoning at least four years' service in a substantive capacity in the grade
- who –
- (a) possess a certificate in word processing from a recognised institution;
  - (b) are fluent in English and French;
  - (c) have shown qualities of trustworthiness, discretion, maturity, tact and initiative; and
  - (d) are capable of dealing efficiently with members of the public.

**Note**

Confidential Clerks/Senior Confidential Clerks may be required to follow training, as and when necessary, to equip them to perform their tasks.

- Duties:**
1. To arrange appointments, receive visitors and deal with enquiries.
  2. To make and receive telephone calls.
  3. To take messages and pass on information.
  4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
  5. To perform word processing and telex/telefax duties and simple computer/data processing work.



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*RRue*

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for Senior Chief Executive  
Ministry of Civil Service and  
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6. To deal with routine correspondence.
7. To supervise the work of the Senior Word Processing Operator and Word Processing Operators, whenever required.
8. To take charge of Confidential Registry.
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 Confidential Clerks/Senior Confidential Clerks in the roles ascribed to them.



**CERTIFIED CORRECT**

*R. Rue*

.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
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