

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Transport Accounts Clerk
- Salary:** Rs 9,400 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 19,600 (08 17 45)
- Effective Date:** 9 September 2011
- Qualifications:** A. A Cambridge School Certificate with credit in at least five subjects including English Language and Mathematics obtained on one certificate or Passes not below Grade C in at least five subjects including English Language and Mathematics obtained on one certificate at the General Certificate of Education “Ordinary Level” or 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. Candidates should be computer literate.

Experience in the day-to-day work of a transport undertaking is desirable.

Candidates should produce written evidence of knowledge/experience claimed.

- Duties:**
1. To perform general clerical duties in connection with Transport accounts.
  2. To be responsible for the proper keeping and control of records in use at the Transport Section, e.g. returns, Stores Ledgers, Tyre Registers, Plant and Equipment Registers, Log Books, etc.
  3. To use ICT in the performance of his duties.
  4. 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 Transport Accounts Clerk in the roles ascribed to him.

**CERTIFIED CORRECT**

*[Signature]*  
.....  
for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date..... 09 SEP 2011

