GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Central Administration)

Post: Word Processing Operator

Salary: Rs 12,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 26,675 (08 21 53)

Effective Date: 06 March 2014

Qualifications:

A. A Cambridge School Certificate with credit in English Language and
French obtained on one certificate or Passes in at least five subjects with at
least Grade C in English Language and French 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. A certificate in Word Processing or Data Processing from a recognised
institution.

C. A certificate in keyboarding or typewriting with a speed of at least 25
words per minute from a recognised institution.

NOTE 1

Candidates not possessing qualification at B above will also be considered
provided they can operate a computer and make use of word processing and data
processing packages. They will be required to undergo a test as arranged by the
Public Service Commission.

NOTE 2

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

CERTIFIED CORRECT

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

Date……….. 6 MAR 2014………..
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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 in the roles ascribed to him.

Note

Word Processing Operators, who have been granted incremental credits for shorthand proficiency, may be called upon to take down shorthand notes and to transcribe them, as and when required.

CERTIFIED CORRECT

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

Date: 6 MAR 2014