



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

26 March 2010

Ministry of Civil Service and Administrative Reforms
Circular Note No 7 of 2010
E/363/9/02

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Option Exercise – New Grades of Officer, Senior Officer and Office Management Executive

It has been decided to extend the date limit of option to all eligible officers from the grades of Clerical Officer/Higher Clerical Officer, Special Clerical Officer, Word Processing Operator, Senior Word Processing Operator, Executive Officer and Office Superintendent. Those officers who have not so far exercised an option or who now wish to alter their option with a view to join the new grades of Officer, Senior Officer and Office Management Executive may do so.

2. Officers who wish to join the new grades are requested to fill the appropriate enclosed Option Forms. The duly completed forms should be forwarded to this Ministry by the **12th April 2010** for officers in Mauritius and by **27th April 2010** for officers on approved leave abroad.
3. All officers who hold/held a substantive appointment as at 29 June 2009 in the above mentioned grades but who are/were on temporary appointment/in a trainee grade may also exercise their option.
4. Word Processing Operators and Senior Word Processing Operators who have obtained the full Cambridge School Certificate after the Cambridge Higher School Certificate are also eligible for consideration.
5. The effective dates of appointment to the new grades are as follows:-

<u>Grade</u>	<u>Effective Date</u>
Officer	- 27 th November 2008 (i.r.o Clerical Officers/Higher Clerical Officers, Special Clerical Officers) 1 st December 2008 (i.r.o Word Processing Operators, Senior Word Processing Operators)
Senior Officer	- 27 th November 2008
Office Management Executive	- 27 th November 2008

.../2

6. Officers are reminded that once this final exercise of option is completed, those who wish to join the new structure will have to apply for the appropriate post as and when the Public Service Commission conducts its recruitment/selection exercise.



(S. Sebaluck)
Senior Chief Executive

Copy to:
Secretary to Cabinet and Head of the Civil Service

in Circular Office

OPTION

Option to be exercised by officers in the grades of Special Clerical Officer and Clerical Officer/Higher Clerical Officer in post to join the new grade of OFFICER which has been recommended by the PRB Report 2008

I.....
(BLOCK LETTERS)

holding the post of

in the Ministry/Department of

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have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter of 2009.

- 2* (a) I hereby inform you that I accept to join the new grade of Officer as from the 27 November 2008, being the effective date of the prescribed scheme of service for the post of Officer.
- (b) I hereby inform you that I do not accept to join the new grade of Officer.
3. The option is irrevocable.

Date:.....

.....
Signature

Delete 2 (a) or 2(b) as appropriate

OPTION

Option to be exercised by officers in the grades of Senior Word Processing Operator and Word Processing Operator in post to join the new grade of OFFICER which has been recommended by the PRB Report 2008

I

(BLOCK LETTERS)

holding the post of

in the Ministry/Department of

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have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter of 2009.

2.* (a) I hereby inform you that I accept to join the new grade of Officer on 01 December 2008.

(b) I hereby inform you that I do not accept to join the new grade of Officer.

3. The option is irrevocable.

Date:.....

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Signature

Delete 2 (a) or 2(b) as appropriate

OPTION

Option to be exercised by officers in the grade of Executive Officer in post to join the new grade of SENIOR OFFICER which has been recommended by the PRB Report 2008

I
(BLOCK LETTERS)

holding the post of

in the Ministry/Department of

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have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter of 2009.

- 2* (a) I hereby inform you that I accept to join the new grade of Senior Officer as from the 27 November 2008, being the effective date of the prescribed scheme of service for the post of Senior Officer.
- (b) I hereby inform you that I do not accept to join the new grade of Senior Officer.
3. The option is irrevocable.

Date:.....

.....

Signature

Delete 2 (a) or 2(b) as appropriate

OPTION

Option to be exercised by officers in the grade of Office Superintendent in post to join the new grade of OFFICE MANAGEMENT EXECUTIVE which has been recommended by the PRB Report 2008

I
(BLOCK LETTERS)

holding the post of

in the Ministry/Department of

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have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter of 2009.

2* (a) I hereby inform you that I accept to join the new grade of Office Management Executive as from the 27 November 2008, being the effective date of the prescribed scheme of service for the post of Office Management Executive.

(b) I hereby inform you that I do not accept to join the new grade of Office Management Executive.

3. The option is irrevocable.

Date:.....

.....
Signature

Delete 2 (a) or 2(b) as appropriate