

GOVERNMENT OF MAURITIUS

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

Ministry: Agro Industry and Fisheries (Agro Industry Division)

Post: Clerk Assistant

Salary:

Effective Date: 7 June 2006

Qualifications: By selection from among officers of the Agro Industry Division of the Ministry reckoning at least ten years' service in a substantive capacity in the grade of Office Assistant.

- Duties:**
1. To perform sub-clerical duties in any Division/Section/Unit such as:
 - (a) simple registry functions; and
 - (b) the preparation, scrutiny and processing of documents, statistics and records, etc.
 2. To attend to simple correspondence of the stock letter and printed form type, under well-defined general instructions.
 3. To perform simple mathematical operations with or without the aid of office machinery.
 4. To assist officers in the discharge of routine work in relation to tasks which are carried out according to predetermined procedures and precise rules.
 5. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc., and perform simple operations on computers.
 6. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

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

Date..... 07 JUN 2006.....