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GOVERNMENT OF MAURITIUS

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

**Ministry:** Education, Culture and Human Resources (Culture Division)

**Post:** Word Processing Operator (Oriental Language)

**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 – 19,000 (08 17 44)

**Effective Date:** 8 September 2009

**Qualifications:**

A. (a) Cambridge School Certificate with credit in English Language and in the appropriate Oriental Language obtained at not more than two sittings or

(b) Passes not below Grade C in English Language and in the appropriate Oriental Language obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or

(c) An equivalent qualification acceptable to the Public Service Commission.

OR

B. (a) Cambridge School Certificate with credit in English Language obtained at not more than two sittings or

(b) Passes not below Grade C in English Language obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; and

(c) An alternative qualification in the appropriate Oriental Language, acceptable to the Public Service Commission, equivalent to a credit at the Cambridge School Certificate Examinations or a pass not below Grade C in the appropriate Oriental Language at the General Certificate of Education "Ordinary Level" Examinations or

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for Senior Chief Executive  
Ministry of Civil Service and  
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- (d) 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.

- C. A certificate in typewriting at a speed of at least 25 words a minute from a recognised institution.
- D. A certificate in Word Processing or Data Processing from a recognised institution.

**NOTE 1**

In the absence of candidates possessing the qualifications at A or B above, consideration will be given to candidates who possess a Cambridge School Certificate with credit in English Language together with a pass in the relevant Oriental Language or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including the relevant Oriental Language with at least Grade C in any two subjects including English Language or (ii) in six subjects including the relevant Oriental Language with at least Grade C in English Language or an equivalent qualification acceptable to the Public Service Commission.

**NOTE 2**

Candidates not possessing qualification at C above will also be considered provided they can type 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.

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**NOTE 3**

Candidates not possessing qualification at D above will also be considered provided they can show proof of being able to operate a computer and use word processing and data processing packages.

**NOTE 4**

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo training in typewriting in the relevant Oriental Language for a period of at least six months as approved and arranged by the Ministry of Education, Culture and Human Resources (Culture Division). On successful completion of the training, they will be considered for appointment as Word Processing Operator (Oriental Languages) in a substantive capacity.

**Duties:**

1. To type and collate official documents in the relevant Oriental Language.
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 (Oriental Language).
3. To perform word processing and simple computer/data processing work and to operate telefax and e-mail services.
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 Word Processing Operators (Oriental Language) in the roles ascribed to them.



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