

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

- Department:** Attorney-General's Office
- Post:** Curator of Vacant Estates
- Salary:** Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 72,400
(12 075 090)
- Effective Date:** 22 October 2019
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Assistant Curator of Vacant Estates who reckons at least three years' service in a substantive capacity in the grade and who –
- (i) is proactive and possesses leadership skills; and
 - (ii) demonstrates good administrative and organising capabilities.
- Role and Responsibilities:** To ensure the efficient administration of all vacant estates in accordance with the provisions of the Curatelle Act and to assist the Office in fulfilling its mandate.
- Duties:**
1. To take charge of and administer any vacant estate and property of absentees and to represent absentees.
 2. To remain in charge and shall continue to administer, subject to the provisions of the Curatelle Act, all vacant estates or property belonging to absentees of which he may have been sent into possession.
 3. To attend Court sessions whenever summoned to represent an absentee or vacant succession.
 4. To assist Appraisers appointed by the Court to carry out surveys of land which are connected to proceedings pending before the Court.
 5. To be responsible for the keeping of books and accounts of all financial operations undertaken under the Curatelle Act and shall make such returns as may be required by the Attorney-General.
 6. To be responsible for the following as stipulated in the Curatelle Act –
 - (i) the money vested in him;

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CERTIFIED CORRECT

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J. Sambat
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- (ii) the stay of proceeding;
 - (iii) the sale of movable and immovable property;
 - (iv) the grant of lease;
 - (v) the stay of executions of wills;
 - (vi) the purchase/borrow of property;
 - (vii) the control of executors of property; and
 - (viii) the handing over of property.
7. To perform such other duties as stipulated in the Curatelle Act.
 8. To use ICT in the performance of his duties.
 9. 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 Curator of Vacant Estates in the roles ascribed to him.



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