

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Attorney-General's Office

Post: Legal Assistant

Salary: Rs 4,125 x 125 - 5,000 x 150 - 5,600 x 200 - 7,000 x 250 - 7,250 (JLC 2)

Effective Date: 21 September, 1994

Qualifications: By appointment of Trainee Legal Assistants who have successfully completed their training.

Duties:

1. To receive complaints against the Government of Mauritius including the various Ministries and Statutory Bodies and opening the necessary files and keeping records thereon.
2. To make searches as and when required and, on instructions at the Registries of the Supreme Court, the District Courts and the Intermediate Court, at the Central Civil Status Office and Registrar General's Office.
3. To draft yearly index of acts, Proclamations, Reprints and Government Notices.
4. To deposit process of Court at the Registries of the Supreme Court, Intermediate Court, Industrial Court, the District Court and at the Ushers' Office of the Supreme Court.
5. To retrieve and collect documents from those registries and from the Ushers' Office after service of process.
6. To monitor the Registration of Documents for production in Courts, including affidavits made use of in Courts process.
7. To arrange for the swearing of affidavits before the Chief Registrar of the Supreme Court.
8. To keep up to date law books and reports of judgements of Court.
9. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

M. L.

 for Secretary for Public Service Affairs

Date..... 21 SEP 1994