

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the Director of Public Prosecutions
- Post:** Legal Assistant
- Salary:** Rs 11,450 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,000 (12 26 52)
- Effective Date:** 20 June 2012
- Qualifications:** By appointment of Trainee Legal Assistants who have successfully completed their training.
- Duties:**
 1. To deposit and retrieve process of Court at the Registries of the Supreme Court, the Intermediate Court, the Industrial Court, District Courts and at the Ushers' Office.
 2. To monitor the Registration of Documents for production in Courts, including affidavits made use of in Courts process.
 3. To arrange for the swearing of affidavits by Members of the Police Force before the Chief Registrar of the Supreme Court.
 4. To keep up to date reports of judgments of Courts.
 5. To assist in the preparation of briefs for Assize cases and cases before the Judicial Committee of the Privy Council.
 6. To process applications for bails, authority to assist prosecution and for temporary waiving of objection to departure.
 7. To use ICT in the performance of his duties.
 8. 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 Legal Assistant in the roles ascribed to him.



CERTIFIED CORRECT

Alexander

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

20 June 2012

Date.....