

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

- Department:** Civil Aviation
- Post:** Aeronautical Information Officer
- Salary:** Rs 19,025 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 (03 42 63)[Personal]
- Rs 13,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 (03 25 63) [For future holders]
- Effective Date:** 05 November 2014
- Qualifications:** A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or
- (ii) Passes not below grade C in at least five subjects including English Language, French and Mathematics 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.

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.

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CERTIFIED CORRECT

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

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

-2-

- B. A Cambridge Higher School Certificate with passes at "Principal Level" in Physics or Mathematics or Computer Science or Geometrical and Mechanical Drawing or Design and Technology (Communication) obtained on one certificate or Passes in at least two subjects including Physics or Mathematics or Computer Science or Geometrical and Mechanical Drawing or Design and Technology (Communication) obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

- C. Candidates should –
- (i) be fluent in English and French; and
 - (ii) be computer literate.

Note

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To collect, publish and distribute aeronautical data/information according to the Integrated Aeronautical Information Package which consists *inter alia* of –
 - (a) Aeronautical Information Publication (AIP) including its amendment service;

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PUBLIC SERVICE COMMISSION REGULATIONS

-3-

- (b) AIP Supplement;
 - (c) Notice to Airmen (NOTAM) and Pre-flight Information Bulletin (PIB);
 - (d) Aeronautical Information Circular (AIC); and
 - (e) Checklist and Summary.
2. To provide aeronautical briefing to aircrew.
 3. To classify and keep up-to-date all International Civil Aviation Organisation (ICAO) documents.
 4. To be responsible for the Aeronautical Information Publication Library.
 5. To exchange Aeronautical Information Package with other States.
 6. To keep records of department maps, plans and charts made for navigational purposes.
 7. To amend charts produced locally.
 8. To process applications from aircraft operators to land/overfly the Mauritian territory.
 9. To use ICT in the performance of his duties.
 10. 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 Aeronautical Information Officer in the roles ascribed to him.

Note

Aeronautical Information Officers will be required to work on shift, covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days.



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