

GOVERNMENT OF MAURITIUS

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

- Ministry:** Civil Service and Administrative Reforms
- Post:** Word Processing Operator
- Salary:** Rs 12,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 25,925 (08 21 52)
- Effective Date:** 05 December 2013
- Qualifications:** A. A Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or 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.

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

NOTE 1

Candidates not possessing qualification at B above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Public Service Commission.

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CERTIFIED CORRECT



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

05 December 2013

Date.....



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NOTE 2

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

Duties:

1. To type and collate official documents.
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.
3. To perform word processing and computer/data processing work and to operate telefax and e-mail services.
4. To replace Confidential Secretaries and Senior Word Processing Operators, as and when required.
5. 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 Word Processing Operator in the roles ascribed to him.

Note

Word Processing Operators, who have been granted incremental credits for shorthand proficiency, may be called upon to take down shorthand notes and to transcribe them, as and when required.



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