

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

**Department** Employment Relations Tribunal  
**Post:** Shorthand Writer  
**Salary:** Rs 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 (08 051 070)  
**Effective Date:** 29 May 2017  
**Qualifications:** A. Cambridge School Certificate with credit in at least 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 English Shorthand of 100 words a minute or in French Shorthand of 80 words a minute 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**

Senior Word Processing Operators and officers who hold a substantive appointment in the grade of Word Processing Operator will also be considered provided they possess the qualification at B above.

**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.

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**CERTIFIED CORRECT**

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

29 May 2017

Date.....

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-2-

**Duties:**

1. To take down shorthand notes of debates, proceedings and meetings both in English and French and to transcribe them.
2. To give clerical, typing and secretarial assistance, as and when required.
3. To train Senior Word Processing Operators and Word Processing Operators, as and when required.
4. To perform word processing and other basic ICT functions.
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 Shorthand Writer in the roles ascribed to him.

**Note**

Shorthand Writers may be required to work at staggered hours.

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