

GOVERNMENT OF MAURITIUS

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

**Ministry:** Finance and Economic Development (Assessment Review Committee)  
**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:** 14 March 2018

**Qualifications:** A. Cambridge Higher School Certificate with passes at “Principal Level” in English Language and French or passes in at least two subjects including English and French obtained on one certificate at the General Certificate of Education “Advanced Level”.  
B. A Certificate in keyboarding or typewriting with a speed of at least 40 words a minute from a recognised institution.

OR

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

- C. Candidates should –
- (i) have the ability to use computer-assisted transcriptions;
  - (ii) possess excellent word processing skills and be able to use digital recording system;
  - (iii) have good communication skills;
  - (iv) be able to meet tight deadlines;
  - (v) have the ability to prioritise work; and
  - (vi) be computer literate.

**NOTE**

Senior Word Processing Operators and Word Processing Operators who hold a substantive appointment in their respective grades will also be considered provided they possess the qualifications laid down at B and C above.

Candidates should produce written evidence of knowledge claimed.

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*for Secretary for Public Service*

14 March 2018

Date.....

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**Duties:**

1. To listen to digital recorded minutes of proceedings and meetings, both in English and French and to transcribe them.
2. To give clerical, typewriting and secretarial assistance, as and when required.
3. To ensure that all documents are typed correctly and accurately.
4. To work collaboratively with other secretarial support to provide a responsible and professional secretariat support.
5. To provide training to Senior Word Processing Operators and Word Processing Operators, as and when required.
6. To use ICT in the performance of his duties.
7. 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 outside normal working hours.



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*for Secretary for Public Service*

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