

GOVERNMENT OF MAURITIUS

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

Ministry: Finance and Economic Development (Companies Division)

Post: Deputy Official Receiver

Salary: Rs 25,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (12 52 75)

Effective Date: 18 July 2013

Qualifications: A. By selection from among –

- (a) officers in the grade of Chief Compliance Officer who reckon at least three years' service in a substantive capacity in the grade and who –
 - (i) possess a diploma in Law or Legal Studies or Finance or Accountancy or Commerce from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) have a thorough knowledge of the provisions of the Insolvency Act.

AND

- (b) candidates who –
 - (i) possess a degree in Law or Legal studies or Finance or Accountancy or Commerce from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) have a thorough knowledge of the provisions of the Companies Act and the Insolvency Act; and
 - (iii) are computer literate.

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*for Senior Chief Executive
Ministry of Civil Service and
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B. Candidates should –

- (i) reckon at least three years' experience in insolvency matters;
- (ii) be conversant with the Government machinery, processes and functions;
- (iii) possess strong administrative and managerial abilities and leadership qualities; and
- (iv) have good communication and interpersonal skills.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To assist the Official Receiver in the execution of his duties as laid down in the relevant legislations.

Duties:

1. To be responsible to the Registrar of Companies/Director of the Insolvency Service.
2. To assist the Official Receiver in the performance of his duties as laid down in the Insolvency Act, which include amongst others –
 - (a) to fulfill the duties of Interim Receiver of a debtor's property;
 - (b) to be the trustee of a bankrupt's estate vested in him;
 - (c) to convene and chair meetings of creditors in bankruptcy cases and meetings of creditors and contributories in winding-up cases;
 - (d) to act as Liquidator/Provisional Liquidator;

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- (e) to conduct private examinations of debtors and of other persons, as required;
 - (f) to present evidence and conduct the examination of the debtor and other witnesses in a public examination before Court;
 - (g) to prepare and file such reports in Court or with the Registrar of Companies/Director of the Insolvency Service, as may be required;
 - (h) to levy such fees as determined under law; and
 - (i) to represent the Registrar of Companies/Director of the Insolvency Service in Court.
3. To use ICT in the performance of his duties.
4. 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 Deputy Official Receiver in the roles ascribed to him.

Note

The Deputy Official Receiver may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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