

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

- Ministry:** Business, Enterprise and Co-operatives (Business and Enterprise Division)
- Post:** Assistant Commercial Officer
- Salary:** Rs 12,300 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,000 (18 29 49)
- Effective Date:** 27 October 2009
- Qualifications:** By selection from among officers holding a substantive appointment in the grade of Clerical Officer/Higher Clerical Officer or Officer who -
- (i) reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grades of Clerical Officer/Higher Clerical Officer and Officer;
 - (ii) possess the Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission;
 - (iii) are conversant with import procedures and the provisions of the Consumer Protection (Control of Imports) Regulations; and
 - (iv) are customer-oriented.
- Duties:**
- 1. To assist Commercial Officers in the performance of duties relating to import control.
 - 2. To issue import permits and authorise delivery of goods from the Mauritius Revenue Authority (Customs) in accordance with the provisions of the Consumer Protection (Control of Imports) Regulations.
 - 3. To assist Commercial Officers in the verification of controlled goods either at the Mauritius Revenue Authority (Customs) or at the premises of importers with a view to ensuring compliance with conditions attached to the issue of import permits.
 - 4. To visit the premises of authorised dealers of imported second-hand motor vehicles with a view to ascertaining compliance with the provisions of the Consumer Protection (Importation and Sale of Second-hand Motor Vehicles) Regulations.

12...



CERTIFIED CORRECT

Stanchoo

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

Date..... **27 OCT 2009**

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

-2-

5. To provide assistance to the public on matters relating to the issue of import permits and the clearance of controlled goods from the Mauritius Revenue Authority (Customs).
6. To collect information and statistics pertaining to controlled goods.
7. To use ICT in the performance of his duties.
8. 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 Assistant Commercial Officers in the roles ascribed to them

CERTIFIED CORRECT

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

Date..... **27 OCT 2009**

