

GOVERNMENT OF MAURITIUS

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

- Department:** Judicial
- Post:** Audio Typist
- Salary:** Rs 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 14,600 (08 19 44)
- Effective Date:** 1 July 2005
- Qualifications:**
  - A. (a) Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or
  - (b) Passes not below Grade C in English Language and French obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
  - (c) 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 typewriting at a speed of at least 35 words a minute from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- C. A certificate in Word Processing or Data Processing from a recognised institution.

**NOTE 1**

In the absence of candidates possessing qualification at B above, consideration will be given to candidates who can type efficiently at a speed of at least 35 words a minute. They will be required to undergo a test as arranged by the Public Service Commission.

**NOTE 2**

Candidates not possessing qualification at C above will also be considered provided they can show proof of being able to operate a computer and use word processing and data processing packages.



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CERTIFIED CORRECT

*[Signature]*  
.....  
for Senior Chief Executive  
Ministry of Civil Service Affairs and  
Administrative Reforms

Date ..... 01 JUL 2005 .....

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**Duties:**

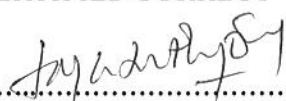
1. To listen to and type from audio recording, notes or minutes of debates, court proceedings and meetings both in English and French.
2. To type and collate official documents.
3. To perform simple clerical duties, as and when required, to ensure speedy handling of correspondence.
4. To perform word processing and simple computer/data processing work and to operate telefax and e-mail services.
5. To perform such cognate duties as may be assigned.

**Note**

Audio Typists may be required to work at staggered hours.



CERTIFIED CORRECT



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

Date ..... **01 JUL 2005** .....