

GOVERNMENT OF MAURITIUS

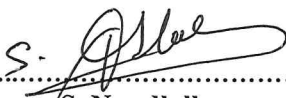
SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

- Department:** The Judiciary
- Post:** Chief Court Usher
- Salary:** Rs 34,825 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 59,300 (12 067 086)
- Effective Date:** 11 October 2022
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Court Usher who reckon at least two years' service in a substantive capacity in the grade and who possess good organising and supervisory skills.
- Duties:**
1. To work under the general direction of the Judge in Bankruptcy and Master and Registrar and the Head, Court Usher for the proper performance of the ushers' duties.
 2. To assist the Head, Court Usher in the planning, organisation, supervision and coordination of Court Usher's activities.
 3. To advise on all matters pertaining to the administration of court ushers including staff development and training.
 4. To serve judicial and extra judicial processes, execute writs, orders, warrants and effect sales of forfeited and seized articles.
 5. To attend court sittings, maintain order and discipline, call cases, parties and witnesses and administer oath to witnesses.
 6. To keep register of documents (Usher's book of returns) and make appropriate daily entries.
 7. To tax documents for service and warrants, writs and orders for execution.
 8. To act as Chief Invigilator in vocational examinations.
 9. To assist the Head, Court Usher, before the Assize Court, in taking charge of the jury and witnesses.

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S. Nundloll
for Secretary for Public Service

11 October 2022

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10. To generally perform such relevant duties as laid down in the Usher's Act, Intermediate and District Court (Civil and Criminal Jurisdiction) Acts, Bankruptcy Act, Sale of Immoveable Property Act, Rules of the Supreme Court, Courts Act, Civil and Criminal Procedure Act and Code de Procedure Civile.
11. To use ICT in the performance of his duties.
12. 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 Chief Court Usher in the roles ascribed to him.

Note

1. Chief Court Ushers may be required to serve at Rodrigues Court.
2. In case of a force majeure/public emergency, Chief Court Ushers are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.



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S. Nundloll

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11 October 2022

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