

GOVERNMENT OF MAURITIUS

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

- Department:** The Judiciary
- Post:** Chief Registrar
- Salary:** Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (12 70 83)
- Effective Date:** 24 June 2015
- Qualifications:** By selection from among officers in the grades of –
- (i) Deputy Chief Registrar; and
 - (ii) Senior Registrar/Regional Court Administrator who reckon at least two years' service in a substantive capacity in the grade
- who –
- (a) have a thorough knowledge of the duties pertaining to the office of Judge in Bankruptcy and Master and Registrar;
 - (b) have sound practical knowledge of the Courts Act, Bankruptcy Act, Companies Act, Sale of Immoveable Property Act, Intermediate and District Courts (Civil Jurisdiction) Act, Intermediate and District Courts (Criminal Jurisdiction) Act, Industrial Court Act, Criminal Procedure Act, Mauritius Civil Procedure Act, Judicial Provisions Act, more specially the rules and regulations made under each of the abovementioned enactments;
 - (c) possess excellent administrative ability;
 - (d) possess excellent communication and interpersonal skills; and
 - (e) possess strong leadership qualities.

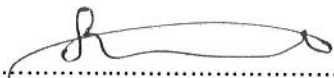
Role and Responsibilities: To be responsible for the managerial and technical levels in the effective administration of justice.

Duties: 1. To assist the Judge in Bankruptcy and Master and Registrar and the Deputy Master and Registrar and Judge in Bankruptcy in their administrative functions.

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CERTIFIED CORRECT


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

24 June 2015

Date.....

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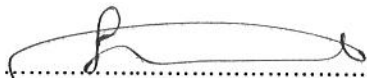
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2. To assist in the planning, organisation, supervision and co-ordination of all activities and modernisation of the Court Administration.
3. To act as Registrar in civil and criminal cases.
4. To receive petitions and bonds, as and when required.
5. To make arrangements for the holding of examinations prescribed for Court Ushers.
6. To initial traders' book.
7. To be responsible for –
 - (i) the proper planning and management of human resources and liaising with authorities concerned on personnel matters pertaining to the Court Officer Cadre;
 - (ii) the monitoring, supervision and guidance of subordinate staff; and
 - (iii) assisting in the training of all Court personnel.
8. To receive wills and draw up memoranda witnessing such deposits.
9. To act as Commissioner of Oaths.
10. To tax costs.
11. To assist in the implementation of administrative policies, systems and standards regarding staff development and training, financial administration, rental, acquisition and management of assets, information technology, records management, disposal and exhibit control.
12. To use ICT in the performance of his duties.
13. 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 Registrar in the roles ascribed to him.



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