

GOVERNMENT OF MAURITIUS

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

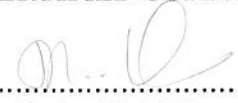
- Department:** Judicial
- Post:** Court Service Care Officer
- Salary:** Rs 8,025 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 14,600 (12 23 44)
- Effective Date:** 07 June 2004
- Qualifications:**
 - A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more that 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.

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CERTIFIED CORRECT



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

07 JUN 2004

Date



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- B. A 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.

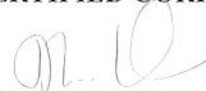
Note

Qualification at A above should have been obtained prior to qualification at B above.

Duties:

1. To guide and assist court users in regard to their cases or requirements and ensure a positive relationship with the court system.
2. To assist the Court in the preparation of leaflets, pamphlets and other documents for the information of the general public and the dissemination thereof.
3. To co-ordinate the requirements of court users, the Courts and other professions.
4. To perform simple clerical duties such as the preparation and processing of straightforward documents, records, etc., including the drafting of replies to simple correspondence.
5. To perform simple computer/data processing work and microfilming.
6. To operate modern office equipment such as telefax machine and such other systems existing at the Courts.
7. To keep records of documents, books, magazines, etc., and provide information to court users.
8. To perform such cognate duties as may be assigned.

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