

GOVERNMENT OF MAURITIUS

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

**Department:** The Judiciary

**Post:** Deputy Chief Registrar

**Salary:** Rs 40,775 x 1,500 – 58,775 x 1,800 – 62,375 (12 67 81)

**Effective Date:** 24 June 2015

**Qualifications:** By selection from among officers in the grades of –

- (i) Senior Registrar/Regional Court Administrator; and
- (ii) Chief Court Officer/Court Manager 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 the Judge in Bankruptcy and Master and Registrar;
- (b) have sound practical knowledge of the Courts Act, Insolvency Act, Companies Act, Sale of Immoveable Property Act, Intermediate and District Courts (Civil Jurisdiction) Act, Industrial Court Act, Criminal Procedure Act, Mauritius Civil Procedure Act, Judicial and Legal Provisions Act, more specially the rules and regulations made under each of the abovementioned enactments;
- (c) possess good administrative ability;
- (d) possess good communication and interpersonal skills; and
- (e) possess good leadership qualities.

**Role and Responsibilities:** To give managerial and technical assistance for the effective administration of all court activities in The Judiciary.

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*[Signature]*  
 .....  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms  
 24 June 2015

Date.....

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**Duties:**

1. To be responsible to the Judge in Bankruptcy and Master and Registrar and the Deputy Master and Registrar and Judge in Bankruptcy through the Chief Registrar for the following –
  - (i) to give general assistance to the Judge in Bankruptcy and Master and Registrar and the Deputy Master and Registrar and Judge in Bankruptcy in their administrative functions;
  - (ii) to act as Registrar in civil and criminal cases;
  - (iii) to deputise for and take over the Chief Registrar's responsibilities during the latter's absence;
  - (iv) to receive petitions and bonds, as and when required;
  - (v) to assist in making arrangements for the holding of examinations prescribed for Court Ushers;
  - (vi) to initial traders' book;
  - (vii) to liaise with authorities concerned on personnel matters pertaining to the Court Officer Cadre, as may be required;
  - (viii) to act as Commissioner of Oaths; and
  - (ix) to tax costs.
2. To use ICT in the performance of his duties.
3. 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 Deputy Chief Registrar in the roles ascribed to him.



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

**24 June 2015**

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