

GOVERNMENT OF MAURITIUS

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

- Department:** The Judiciary
- Post:** Head, Court Usher
- Salary:** Rs 39,350 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 (12 072 089)
- Effective Date:** 11 October 2022
- Qualifications:** By selection from among officers in the grade of Chief Court Usher who reckon at least three years' service in a substantive capacity in the grade and who –
- (i) have a thorough knowledge of the duties pertaining to the Office of the Judge in Bankruptcy and Master and Registrar;
  - (ii) possess strong leadership and administrative skills; and
  - (iii) possess strong interpersonal and communication skills.
- Role and Responsibilities:** To be responsible for the proper planning and management of human resources in respect of Court Usher Cadre.
- Duties:**
1. To work under the general direction of the Chief Justice and the Judge in Bankruptcy and Master and Registrar for the proper performance of the duties devolving upon the Court Usher Cadre.
  2. To work in collaboration with the Chief Registrar in the performance of his duties with regards to administration, human resource, health and safety for officers in the Court Usher Cadre.
  3. To organise refresher courses for all Court Ushers.
  4. To implement the provisions of any amendments of the Law Reform Commission.
  5. To be in charge of the distribution and allocation of legal documents for service by officers of the Court Usher Cadre following lodging of civil suits at the e-filing section of the Commercial Division of the Supreme Court.
  6. To receive all registered Court Ushers and Court Ushers who are bound by law to have their documents endorsed.

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**CERTIFIED CORRECT**



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S. Nundloll  
for Secretary for Public Service

**11 October 2022**

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-2-

7. To inspect the register of documents kept by the registered Court Ushers under Section 26 F (2) of the Court Usher Act (Amended).
8. To take charge, before the Assize Court, of the jury and witnesses and be responsible for the opening and closing sessions.
9. To serve judicial and extra judicial processes, execute writs, orders, warrants and effect sale of forfeited and seized articles.
10. To act as Appraiser for Chief Court Ushers in the Performance Management System.
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 Head, Court Usher in the roles ascribed to him.

**Note**

In case of a force majeure/public emergency, the Head, Court Usher is required to be available to provide his 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

*for Secretary for Public Service*

**11 October 2022**

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