

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

- Department:** The Judiciary
- Post:** Senior Court Usher
- Salary:** Rs 13,000 x 400 – 15,000 x 500 – 17,000 x 600 – 18,800 (12 40 52)
- Effective Date:** 17 September 2007
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Court Usher who reckon at least four years' service in a substantive capacity in the grade.
- Duties:**
 1. To serve judicial and extra judicial processes, execute writs, orders, warrants and effect sales of forfeited and seized articles.
 2. To attend court sittings, maintain order and discipline, call cases, parties and witnesses and administer oath to witnesses.
 3. To keep warrant books and books of entries.
 4. To keep register of documents (Usher's book of returns) and make appropriate daily entries.
 5. To process money payable to the Judge in Bankruptcy and Master and Registrar.
 6. To tax documents for service and warrants, writs and orders for execution.
 7. To invigilate during vocational examinations.
 8. To act as Auctioneer before the Master's bar and for the sales of seized and forfeited articles.
 9. To supervise the work of subordinate staff.
 10. To generally perform such relevant duties as laid down in the Ushers' 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 perform such cognate duties as may be assigned.

Note

Senior Court Ushers may be required to serve at Rodrigues Court.



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R Ruel

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

17 SEP 2007
Date.....