

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

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S 0900021

Department:

Local Government Service Commission

Post:

Secretary

Salary:

~~RS 17,500 x 500 - 18,000 x 600 - 19,500 (GSE-18)~~
~~RS 10,500 x 300 - 11,100 (GSE-15)~~
RS 23,470 x 700 - 24,870 x 800 - 28,070

Effective Date:

10th April, 1992

Qualifications:

By selection from among Administrative Officers, officers of the Establishment Cadre not below the rank of Principal Establishment Officer, and the Assistant Secretary of the Local Government Service Commission holding a substantive appointment.

Good administrative skill and experience in Establishment work are essential.

Duties:

1. To be the responsible officer for the Local Government Service Commission and the accounting officer responsible for the Vote of the Commission.
2. To be in charge of the staff of the Commission.
3. To be personally responsible for all correspondence addressed to the Commission and the speedy submission of such correspondence to the Chairman of the Commission.
4. To advise responsible officers of Local Authorities concerned and the responsible officer of the Ministry of Local Government of decisions taken by the Commission on all matters relating to appointments to local authorities (including confirmation of appointments), retirement, the award of scholarships and decisions in respect of the powers of disciplinary control and the removal of officers (from office) vested in the Commission under Section 4 of the Local Government Service Commission Act, 1975.
5. To keep a record of the business transacted and decisions taken at every meeting of the Commission.
6. To perform such cognate duties as may be directed.



CERTIFIED CORRECT

[Signature]
for Permanent Secretary

10 APR 1992

Date