

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister's Office (Civil Status Division)
- Post:** Civil Status Officer
- Salary:** Rs 9,600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 20,200 (18 18 46)
- Effective Date:** 15 September 2009
- Qualifications:**
  - A. (a) Cambridge School Certificate with credit in at least five subjects including English Language and French obtained at not more than two sittings or
  - (b) Passes not below Grade C in at least five subjects including English Language and French obtained at not more than 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.

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.

- 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

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

- C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

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

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*R R u*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date..... 15 SEP 2009 .....



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**Duties:**

1. To assist Senior Civil Status Officers at main offices in the performance of their duties or to be in charge of Civil Status sub-offices.
2. To register births and deaths.
3. To deal with the publication and celebration of civil marriages.
4. To register religious marriages having civil effect in accordance with Section 28 of the Civil Status Act.
5. To prepare returns for the compilation of vital statistics.
6. To perform duties related to the issue of National Identity Card.
7. To perform word processing and other basic ICT functions.
8. 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 Civil Status Officers in the roles ascribed to them.

**Note**

Civil Status Officers are required to attend duty on Saturdays, Sundays and Public Holidays on a roster basis for the registration of deaths only.



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