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GOVERNMENT OF MAURITIUS

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

**Department:** Registrar-General

**Post:** Inscription and Check Clerk

**Salary:** Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 (18 45 63)

**Effective Date:** 12 June 2015

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Copyist and Check Clerk who reckon at least 10 years' service in a substantive capacity in the grade and who –

- (i) have a sound knowledge of transcription and inscription work;
- (ii) possess good organising and supervisory skills; and
- (iii) have the ability to interact with officers at all levels.

**Duties:** 1. To organise, supervise and monitor the work of Copyist and Check Clerks and Management Support Officers.

2. To verify tax levied on proceipe.

3. To verify taxes generated by the computer on proceipe and forward notice for payment.

4. To sign registration certificates on documents or to digitally sign proof of registration.

5. To crosscheck Affidavit and Seizures before delivery.

6. To deal with correspondence, including drafting of replies.

7. To examine auctioneer diary.

8. To acknowledge receipt of Affidavit of Prescription and Seizure.

9. To validate certified photocopies to be delivered to customers.

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CERTIFIED CORRECT

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

12 June 2015

Date.....



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10. To scan and print documents.
11. To acknowledge receipt of documents already scanned and ensure their correctness.
12. To carry out search, as and when required.
13. To ensure timely delivery of documents at the counter.
14. To use ICT in the performance of his duties.
15. 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 Inscription and Check Clerk in the roles ascribed to him.



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

12 June 2015

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