

GOVERNMENT OF MAURITIUS

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

- Department:** Registrar-General
- Post:** Principal Registration Officer/Chief Registration Officer
- Salary:** Rs 26,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 45,275 (18 53 70)
- Effective Date:** 23 July 2014
- Qualifications:**
  - A. By promotion, on the basis of experience and merit, of officers in the grades of –
    - (i) Senior Registration Officer; and
    - (ii) Registration Officer/Senior Registration Officer who reckon at least two years’ service in a substantive capacity in the grade or an aggregate of at least two years’ service in a substantive capacity in the grade of Registration Officer/Senior Registration Officer and in the former grade of Registration Officer.
  - B. Candidates should –
    - (i) have a sound knowledge of all legislations pertaining to the Registrar-General’s Department and other relevant laws;
    - (ii) have a knowledge of Land Registry;
    - (iii) possess administrative, interpersonal, communication and organising skills;
    - (iv) possess supervisory skills and have the ability to motivate staff;
    - (v) be customer-oriented; and
    - (vi) be able to work under pressure and meet deadlines.
- Duties:**
  - 1. To assist the Assistant Registrar-General in the performance of his duties.
  - 2. To make analysis of authenticated copies of notarial deeds or letters from banks and make entries in the margin of inscription for erasure and ensure follow-up.

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CERTIFIED CORRECT

*Alexis P*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

23 July 2014

Date.....

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3. To input tax parameters and verify taxes generated by the computer on deeds and documents relating to both movable and immovable property and forward notice for payment.
4. To assess duties and taxes payable under legislations in force.
5. To sign registration certificates on documents or to digitally sign proof of registration.
6. To examine cases and deal with appeals against assessments of duties and taxes.
7. To prepare and compile periodic reports including annual reports and other publications.
8. To prepare and process data to be fed into the computer system of the Department and to retrieve such data, as and when required.
9. To attend Court/Committees/Objection Unit/Assessment Review Committee.
10. To scan and print documents.
11. To assist stakeholders and members of the public at the Help Desk and Call Centre.
12. To train and monitor the work of subordinate staff.
13. To verify particulars in plaints or any other court documents and to comment thereon and represent the Registrar-General in Court.
14. To prepare certificates burdening inscriptions.

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15. To forward to Petitions Committee, information on petitions regarding fine imposed on land transactions under legislations in force.
16. To keep a Register of Arrears of Revenue.
17. To make entries of erasures in inscription sheets.
18. To deal with correspondence in consultation with the Registrar-General.
19. To use ICT in the performance of his duties.
20. 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 Principal Registration Officer/Chief Registration Officer in the roles ascribed to him.



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*A. K. S. S. S.*

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*for Senior Chief Executive  
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