

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister's Office (Revenue and Valuation Appeal Tribunal)
- Post:** Clerk
- Salary:** Rs 49,775 x 1,500 – 58,775 x 1,800 – 65,975 (02 73 83)
- Effective Date:** 9 October 2014
- Qualifications:** By selection from among officers in the grade of Deputy Clerk who –
  - (i) reckon at least one year's service in a substantive capacity in the grade;
  - (ii) have a good knowledge of revenue laws, fiscal administration and public sector management; and
  - (iii) have good administrative and organising skills.

Candidates should produce written evidence of knowledge claimed.

**NOTE**

The person holding the post of Clerk of the Assessment Review Committee prior to the commencement of the Revenue and Valuation Appeal Tribunal Act is entitled to be transferred to the post of Clerk of the Revenue and Valuation Appeal Tribunal pursuant to section 14(3) of the Revenue and Valuation Appeal Tribunal Act 2013.

**Role and Responsibilities:** To be responsible to the Chairperson for the proper administration of the Revenue and Valuation Appeal Tribunal.

- Duties:**
  1. To receive and process appeals made to the Revenue and Valuation Appeal Tribunal.
  2. To convene aggrieved persons before the Tribunal and communicate the decision of the Tribunal to persons concerned.
  3. To keep a record of the proceedings of the Tribunal.
  4. To keep in safe custody the papers and documents of the Tribunal.

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CERTIFIED CORRECT

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

Date.....  
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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

5. To be responsible for issuing summonses and recording statements of witnesses called before the Tribunal.
6. To assist the Chairperson in the preparation of periodical reports.
7. To assist the Tribunal in the discharge of its functions.
8. To arrange for such administrative and secretarial or other assistance as the Tribunal may require.
9. To perform such other duties as the Tribunal may require.
10. To use ICT in the performance of his duties.
11. 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 Clerk in the roles ascribed to him.



**CERTIFIED CORRECT**

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

9 October 2014

Date.....