

GOVERNMENT OF MAURITIUS

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

**Organisation:** Rodrigues Regional Assembly (Office of the Clerk)

**Post:** Trainee Reporter

**Salary:** Rs 11,000 x 400 – 11,400 (08 35 36)

**Effective Date:** 19 January 2006

- Qualifications:**
- A. (a) Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or
  - (b) Passes not below Grade C in 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 or
  - (c) An equivalent qualification acceptable to the Public Service Commission.

**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 certificate in English Shorthand of 110 words a minute and a certificate in French Shorthand of 100 words a minute, from a recognised examining body.
- C. A certificate in Typewriting at a speed of at least 60 words a minute from a recognised institution.

**NOTE 1**

In the absence of candidates possessing the qualification laid down at C above, consideration will be given to candidates possessing a certificate in Typewriting at a speed of not less than 50 words a minute from a recognised institution.

2/...



**CERTIFIED CORRECT**

*RRu*

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

**19 JAN 2006**

Date.....

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

-2-

**NOTE 2**

In the absence of candidates possessing qualification at C or at 'Note 1' above, candidates who can type efficiently at a speed of not less than 50 words a minute will be considered. They will be required to undergo a test as arranged by the Public Service Commission.

**Training:**

To undergo on-the-job training in all aspects of the work of a Reporter for a period of at least one year during which Trainee Reporters will be required to-

- (i) assist the Reporters in their duties;
- (ii) take shorthand notes of the debates of the Rodrigues Regional Assembly and its committees, both in English and French; and
- (iii) study on their own to obtain a certificate in English Shorthand of 120 words a minute from a recognised examining body.

On successful completion of their training and on obtention of the certificate in English Shorthand of 120 words a minute from a recognised examining body, Trainee Reporters will be eligible for appointment as Reporter, as and when vacancies occur.



**CERTIFIED CORRECT**

*R R u*

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

Date..... **19 JAN 2006** .....