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

Ministry: Information Technology, Communication and Innovation
(Central Information Systems Division)

Post: Computer Support Officer/Senior Computer Support Officer (on roster)

Salary: Rs 17,565 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 43,500 (04 033 076)

Effective Date: 19 September 2023

Qualifications: A Cambridge Higher School Certificate with a pass at "Principal Level" in Computer Science or passes in at least two subjects including Computer Science obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of candidates possessing a pass at "Principal Level" in Computer Science at the Cambridge Higher School Certificate or passes in at least two subjects including Computer Science obtained on one certificate at the General Certificate of Education "Advanced Level", consideration will be given to candidates who possess –

(i)   a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"; and

(ii)   the "National Certificate in Information Technology Level 5" awarded by the Mauritius Institute of Training and Development

or

The "Certificate in IT Level 4" awarded by the British Computer Society (UK).

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

/2…

CERTIFIED CORRECT

....
B. D. Nundloll (Mrs)
for Secretary for Public Service

19 September 2023
Date...

Duties:

1. To assist the Computer Operations Controller (on roster) in his duties.

2. To coordinate and perform computer operations and support activities.

3. To install and configure hardware and software and provide preventive measures and technical support thereon.

4. To operate computer systems, perform backups and keep records thereof.

5. To comply with and implement security measures to computer systems.

6. To commission ICT equipment.

7. To carry out survey/audit of ICT equipment and keep records thereof.

8. To troubleshoot computer hardware and software, as and when required.

9. 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 Computer Support Officer/Senior Computer Support Officer (on roster) in the roles ascribed to him.

Note

1. Computer Support Officer/Senior Computer Support Officers (on roster) will be required to work on a roster (day) basis according to a structured pattern of work whose turns of duty starts either at or after 4.00 a.m or goes up to 8.00 p.m.

2. Computer Support Officer/Senior Computer Support Officers (on roster) will be required to work at the Central Information Systems Division and in the IT Units of Ministries/Departments.

CERTIFIED CORRECT

....
B. D. Nundloll (Mrs)
for Secretary for Public Service

19 September 2023
Date...