

GOVERNMENT OF MAURITIUS

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

- Department:** The Judiciary
- Post:** Secretary to the Chief Justice
- Salary:** Rs 58,075 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 –
80,000 x 3,000 – 86,000 (12 082 095)
- Effective Date:** 21 May 2020
- Qualifications:** By selection from among officers in the grades of –
- (i) Chief Registrar;
 - (ii) Deputy Chief Registrar; and
 - (iii) Senior Registrar/Regional Court Administrator reckoning at least two years' service in a substantive capacity in the grade
- who –
- (i) have a thorough knowledge of the duties pertaining to various branches of the Judiciary;
 - (ii) have a good practical knowledge of the Acts of Parliament and the rules regulating the procedure before all Courts of Law; and
 - (iii) possess sound administrative ability, qualities of discretion, integrity and good interpersonal and communication skills.
- Role and Responsibilities:** To provide administrative support to the Chief Justice and the Judicial and Legal Service Commission and to contribute at managerial and technical levels to the effective administration of justice.
- Duties:**
1. To be the Secretary to the Chief Justice.
 2. To be the Secretary of the Judicial and Legal Service Commission.
 3. To be responsible for all correspondence addressed to the Judicial and Legal Service Commission and to ensure their speedy submission to the Chairperson.
 4. To keep a record of business transacted and decisions taken at every meeting of the Commission.

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CERTIFIED CORRECT



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D. Gowry
D. Gowry (Mrs)
for Secretary for Public Service
21 May 2020
Date.....

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-2-

5. To assist the Chief Justice in the management of Chambers and in general administrative duties.
6. To act as Commissioner of Oaths.
7. To use ICT in the performance of his duties.
8. 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 Secretary to the Chief Justice in the roles ascribed to him.



CERTIFIED CORRECT

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D. Gowry

D. Gowry (Mrs)
for Secretary for Public Service

21 May 2020

Date.....