

GOVERNMENT OF MAURITIUS

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

- Department:** Public Service Commission and Disciplined Forces Service Commission
- Post:** Office Clerk
- Salary:** Rs 11,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 24,425 (08 17 50)
- Effective Date:** 17 October 2014
- Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education “Ordinary Level” Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission.
- Duties:**
  1. To perform sub-clerical duties such as –
    - (a) simple registry functions;
    - (b) the preparation, scrutiny and processing of documents, statistics and records; and
    - (c) simple finance, establishment and stores work under supervision.
  2. To guide members of the public.
  3. To keep records of books, magazines and other publications.
  4. To operate modern office equipment such as telefax machine, electronic and photocopying machine.
  5. To use ICT in the performance of his duties.
  6. 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 Office Clerk in the roles ascribed to him.



CERTIFIED CORRECT

.....  
*S. Chandrasif*  
 .....  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms  
 17 October 2014  
 Date.....