



Ministry of Civil Service Affairs and Administrative Reforms

1 March, 2002

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 4 of 2002
E/365/9/02

From: Acting Secretary for Public Service Affairs

To: Supervising Officers-in-Charge of Ministries/Departments

Post of Senior Word Processing Operator

In line with paragraph 17.3 of the report of the Ad-hoc Committee to look into alleged anomalies arising out of the PRB Report (1998) and the PRB Report (1999) "Errors, Omissions and Clarifications", a new grade of Senior Word Processing Operator has been created. The scheme of service for the post, a copy of which is enclosed, was prescribed on 12th September 2001.

2. It would be appreciated if you could submit to this Ministry by **Tuesday 5th March 2002, at latest** your requirements, if any.
3. In submitting your requirements, you should take into consideration the duties attached to the post to determine the need for the services of Senior Word Processing Operators in your organisation.

(R. Mudhoo)

Acting Secretary for Public Service Affairs

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967**

- Ministry:** Civil Service Affairs and Administrative Reforms .
- Post:** Senior Word Processing Operator
- Salary:** Rs 6,425 x175 – 6,950 x 205 – 7,770 x 300 – 10,770 (GSS 3)
- Effective Date:** 12 September 2001
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Word Processing Operator reckoning at least four years' service in a substantive capacity in the grade.
- Duties:**
1. To plan, organise, supervise and control the work of Word Processing Operators.
 2. To type and collate official documents.
 3. To provide guidance and training to Word Processing Operators.
 4. To ensure that Word Processing Operators are provided with proper office accommodation, furniture and equipment and arrangements are made for the maintenance thereof.
 5. To ensure the proper keeping of documents and softwares.
 6. To replace Confidential Secretaries, as and when required.
 7. To perform such cognate duties as may be assigned.



CERTIFIED CORRECT

m. e.
for Secretary for Public Service Affairs

Date 12 SEP 2001