



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

22 November 2012

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 63 of 2012

E/330/6/03A

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments
Island Chief Executive

Review of Qualifications' Requirements
in Schemes of Service for Entry Grades in the Public Service

Government has decided that the qualifications' requirements for entry grades in the Public Service be reviewed so that the schemes of service for such positions specify only **the highest qualification** required for those positions.

2. As you are aware, the current practice for the framing of qualifications for posts in the Public Service requiring a Higher School Certificate or a Diploma or a Degree or a Master's Degree is to specify all the basic qualifications for such posts.
3. The above decision therefore constitutes a major change in the current policy for specifying qualifications and would entail amending a considerable number of schemes of service, particularly at entry grade level, so as to specify only the highest qualification required.
4. In order to ensure smooth implementation of the new measure and to allow adequate time for the schemes of service to be amended, Government has also agreed that the specification of the highest qualification in schemes of service for entry grades would be effective as from **January 2013**.

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5. In this connection, Responsible Officers are kindly requested to initiate action to amend the schemes of service for entry grades on the establishment of their respective Ministry/Department so as to specify only the highest qualification. Exceptions may be made where qualifications at lower levels require that a given subject be specified in view of the very nature of the duties to be performed. While amending schemes of service, consideration should also be given to include any recommendation made by the Pay Research Bureau in its 2013 Report.
6. Proposed schemes of service should be submitted in accordance with the usual format, in soft and hard copies, in order to avoid unnecessary delay in the exercise.
7. Responsible Officers are also kindly requested to ensure that parastatal organisations falling under the aegis of their respective Ministries comply with the above Government decision with a view to harmonising requirements for comparable posts in such organisations.
8. I rely on your usual collaboration and look forward for timely action, as appropriate, at your end.

Yours faithfully,



S. Seebaluck
Senior Chief Executive

*Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary, Public Service Commission*