Applications are invited from qualified officers who wish to be considered for appointment as Registrar, Public Service Commission and Disciplined Forces Service Commission in the Public Service Commission and Disciplined Forces Service Commission.

II. QUALIFICATIONS

A. By selection from among officers who hold a substantive appointment in the grades of -

   (i) Office Management Assistant who reckon at least six years’ service in the grade or an aggregate of at least six years’ service in the grade of Office Management Assistant and the former grades of Senior Officer and/or Executive Officer;

   (ii) Higher Executive Officer; and

   (iii) Office Supervisor.

B. Candidates should -

   (i) have thorough knowledge of policies, rules and regulations governing the Public Service including all the aspects of work procedures;

   (ii) have wide experience in registry work and knowledge of Information Technology;

   (iii) be able to control and monitor the operations of the computerised information system and e-Registry system;

   (iv) possess good interpersonal and communication skills;

   (v) possess good organising, supervisory and problem-solving skills;

   (vi) have qualities such as trustworthiness, discretion, maturity and initiatives; and

   (vii) be able to meet tight deadlines.
NOTE
1. Candidates should produce written evidence of experience/knowledge claimed.
2. The onus for the submission of written evidence of experience and knowledge claimed rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience and knowledge claimed by the closing date.

III ROLE AND RESPONSIBILITIES

To be responsible to the Secretary, Public Service Commission and Disciplined Forces Service Commission or to an officer designated by him for the efficient and effective management of the Registry, Typing Pool and any other section under his responsibility.

IV DUTIES AND SALARY

1. To be responsible for the day-to-day administration and smooth running of the Registry and other sections as may be designated.
2. To take charge of the computerised system of the Registry and to assist in the operation of the information system of the Office.
3. To maintain updated records of all policies, circulars, rulings and PBAT/Supreme Court cases.
4. To supervise, guide and train staff under his responsibility.
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 Registrar, Public Service Commission and Disciplined Forces Service Commission in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 45,375 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission at the following address:

   http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx
2. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above link.

3. Candidates should submit a printed copy of their Application Form, duly signed, through their respective Supervising/Responsible Officers.

4. For queries regarding Username & Password, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

5. For technical support and other queries, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission not later than 3.00 p.m. (local time) on Monday 27 January 2020. Applications received after the specified closing date and time will not be considered.

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.

Date: 07 January 2020