Vacancies for Post of Principal Civil Status Officer
Prime Minister's Office (Civil Status Division)

Applications are invited from qualified officers of the Civil Status Division who wish to be considered for appointment as Principal Civil Status Officer in the Prime Minister’s Office (Civil Status Division).

II. QUALIFICATIONS

By selection from among officers in the grades of –

(a) Senior Civil Status Officer; and

(b) Civil Status Officer who reckon at least seven years’ service in a substantive capacity in the grade

and who –

(i) have thorough knowledge of matters relating to civil status and national identity; and

(ii) possess administrative ability and organising skills.

NOTE

The onus for the submission of written evidence of knowledge claimed rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed, by the closing date.

III. DUTIES AND SALARY

1. To assist the Deputy Registrar of Civil Status and the Registrar of Civil Status in the performance of their duties.

2. To be responsible for the administration of a zone.

3. To perform all duties as prescribed in the Civil Status Act and the National Identity Card Act.

4. To train and mentor staff under his supervision.

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 Principal Civil Status Officers in the roles ascribed to them.

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 – 46,900 a month.

IV. **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](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 the Secretary for Home Affairs, Prime Minister’s Office, Defence and Home Affairs Division (Civil Status Division).

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.**

V. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission not later than 3.00 p.m (local time) on **Wednesday 18 March 2020**. Applications received after the specified closing date and time will not be considered.

Date: 27 February 2020