Applications are invited from qualified candidates who wish to be considered for enlistment as Trainee Legal Assistant in the Attorney-General’s Office.

II.  **AGE LIMIT**

Candidates should be between **18** and **40** years of age by the closing date for the submission of applications.

III. **QUALIFICATIONS**

Candidates should possess –

A. (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or

(ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

**OR**

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should be computer literate.
NOTE

1. Qualification at A above should have been obtained prior to qualification at B above.

2. Candidates should produce written evidence of knowledge claimed.

3. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

4. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. CONDITIONS OF TRAINING AND ALLOWANCE

Trainee Legal Assistants will be required to undergo training for a period of at least one year, both theoretical and practical, in all aspects of the work of a Legal Assistant, including training in the legal procedure at all levels and in general principles of law.

During the training period, Trainee Legal Assistants will draw an allowance in scale Rs 14,325 x 275 – 14,875 a month.

On satisfactory completion of the training and on being favourably reported upon, Trainee Legal Assistants will be eligible for appointment to the grade of Legal Assistant, as and when vacancies occur.

The post of Legal Assistant carries salary in scale Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 35,275 a month.

V. BOND

Selected candidates will be required, after serving a satisfactory trial period of fifteen days, to enter into a bond (which will start as from the date of enlistment) together with two sureties in the sum of two hundred thousand rupees (Rs 200,000) to the effect that they will follow and complete the training and serve the Attorney-General’s Office for a period of three years as from the date of appointment as Legal Assistant.

VI. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner's Office, Port Mathurin, Rodrigues.
2. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.govmu.org)

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

VII. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Thursday 24 November 2016.**

Date: 11 November 2016

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