PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 1 OF 2013

Vacancies for Post of Photocopyist
Ministry of Finance and Economic Development
(Companies Division)

Applications are invited from qualified officers who wish to be considered for appointment as Photocopyist in the Ministry of Finance and Economic Development (Companies Division).

II. QUALIFICATIONS

By selection from among serving officers who possess:

- a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or

passes not below Grade C in English Language and French 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 or

an equivalent qualification acceptable to the Public Service Commission.

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.

III. DUTIES AND SALARY

1. To be responsible to the Registrar of Companies or any officer designated for -

   (i) handling electronic equipment;

   (ii) preparing, photocopying and/or scanning documents;

   (iii) preparing and collating photocopied or scanned documents for signature; and

   (iv) keeping and maintaining a record of documents photocopied and/or scanned.

2. To control the quantity of paper received and utilised.
3. 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 Photocopyist in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 10,000 x 250 – 12,500 x 300 – 14,300 x 350 – 16,050 x 450 – 18,300 x 600 – 19,500 x 750 – 21,000 a month (PRB Report 2013).

IV. 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 or from the offices of the Mauritius High Commission/Embassies overseas.

2. Applications should be submitted 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 circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are 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.

V. 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 31 January 2013.

Date: 11 January 2013