MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 39 OF 2016

Vacancies for post of Shorthand Writer
Ministry of Finance and Economic Development
(Assessment Review Committee)

Applications are invited from qualified candidates who wish to be considered for appointment as Temporary Shorthand Writer in the Assessment Review Committee, Ministry of Finance and Economic Development.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should 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.

B. a Certificate in English Shorthand of 120 words a minute from a recognised examining body.

C. a Certificate in typewriting at a speed of at least 60 words a minute from a recognised institution.

Possession of a Certificate in French Shorthand of 100 words a minute is desirable.
Note 1

Senior Word Processing Operators and officers who hold a substantive appointment in the grade of Word Processing Operator will also be considered provided they possess the qualifications at B and C above.

Note 2

In the absence of candidates possessing a Certificate in typewriting at a speed of at least 60 words a minute, candidates possessing a Certificate in typewriting at a speed of less than 60 words but not less than 50 words a minute will be considered.

Note 3

In the absence of candidates possessing qualification at C or at ‘Note 2’ above, candidates who can type efficiently at a speed of not less than 50 words a minute will be considered. They will be required to undergo a test as arranged by the Public Service commission.

Note

1. 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.

2. Candidates should submit a copy of the qualifications at B and C above together with their application form.

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

IV. DUTIES AND SALARY

1. To take down shorthand notes of debates, proceedings and meetings both in English and French and to transcribe them.

2. To give clerical, typing and secretarial assistance, as and when required.

3. To give training to Senior Word Processing Operators and Word Processing Operators, as and when required.
4. 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 Shorthand Writers in the roles ascribed to them.

Note

Shorthand Writers may be required to work at staggered hours, as and when required.

The permanent and pensionable post carries salary in scale Rs 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 23,200 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their applications on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service & 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. 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

4. Candidates are encouraged to submit on-line application through the government web portal at 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.
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 Monday 30 May 2016.

Date: 17 May 2016

Public Service Commission
7, Louis Pasteur Street,
FOREST SIDE