MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO.39 OF 2013

Vacancy for the Post of Deputy Official Receiver
Ministry of Finance and Economic Development (Companies Division)

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

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 degree in Law or Legal Studies or Finance or Accountancy or Commerce from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should-
   (i) have a thorough knowledge of the provisions of the Companies Act and the Insolvency Act;
   (ii) be computer literate;
   (iii) reckon at least three years’ experience in insolvency matters;
   (iv) be conversant with the Government machinery, processes and functions;
   (v) possess strong administrative and managerial abilities and leadership qualities; and
   (vi) have good communication and interpersonal skills.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

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

IV. ROLE AND RESPONSIBILITIES

To assist the Official Receiver in the execution of his duties as laid down in the relevant legislations.
V. **DUTIES AND SALARY**

1. To be responsible to the Registrar of Companies/Director of the Insolvency Service.

2. To assist the Official Receiver in the performance of his duties as laid down in the Insolvency Act, which include amongst others –

   (a) to fulfill the duties of Interim Receiver of a debtor’s property;

   (b) to be the trustee of a bankrupt’s estate vested in him;

   (c) to convene and chair meetings of creditors in bankruptcy cases and meetings of creditors and contributories in winding-up cases;

   (d) to act as Liquidator/Provisional Liquidator;

   (e) to conduct private examinations of debtors and of other persons, as required;

   (f) to present evidence and conduct the examination of the debtor and other witnesses in a public examination before Court;

   (g) to prepare and file such reports in Court or with the Registrar of Companies/Director of the Insolvency Service, as may be required;

   (h) to levy such fees as determined under law; and

   (i) to represent the Registrar of Companies/Director of the Insolvency Service in Court.

3. To use ICT in the performance of his duties.

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 the Deputy Official Receiver in the roles ascribed to him.

**Note**

The Deputy Official Receiver may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 25,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 x 1,500 a month. However, for the year 2013 and the year 2014, the incumbent would draw salary at the discounted rate of Rs 25,340 and Rs 25,630 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
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 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.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.

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 Monday 07 October 2013.

Date: 17 September 2013

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