Applications are invited from qualified candidates who wish to be considered for appointment as Registration Officer/Senior Registration Officer in the Registrar-General’s Department.

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. By selection from among –
   (a) serving officers who hold a substantive appointment and who possess -
      (i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
      (ii) a Certificate in Information Technology from a recognised institution

   AND

   (b) candidates who possess –
      (i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
      (ii) a Certificate in Information Technology from a recognised institution

   OR

Equivalent qualifications to (a)(i), (a)(ii), (b)(i) and (b)(ii) above acceptable to the Public Service Commission.

B. Candidates should –
   (i) possess good communication and interpersonal skills;
   (ii) be able to work in a team; and
   (iii) be able to meet deadlines.

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 in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

2. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. **DUTIES AND SALARY**

1. To assist Principal Registration Officer/Chief Registration Officers in the performance of their duties.

2. To prepare and process data to be fed into the computer system of the Department and to receive such data, as and when required.

3. To scan and upload documents in the computerised system and make appropriate data entry therein.

4. To collate inscribed and transcribed documents.

5. To sign registration certificates on documents or to digitally sign proof of registration.

6. To take down inscription of privilege on immovable property.

7. When posted in the Certified Copy Section-
   (i) to levy appropriate fee and process requests/proecipe for certified copies of registered documents; and
   (ii) to scan and print documents.

8. To verify notices and taxes generated by the computer.

9. To assist stakeholders and members of the public at the Help Desk and Call Centre.

10. To provide customer service for online submission of documents.

11. To produce certified copies of documents in court, as and when required.

12. To deliver documents at Counter.

13. To verify –
   (i) data entries including marginal entries in Registers; and
   (ii) that fees levied on registered documents have been correctly recorded on seal.

14. To retrieve, both manually and electronically, copies of documents.

15. To correctly make entry of particulars in the Registration Certificate on registered documents including e-stamping on digital images.

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

17. 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 Registration Officer/Senior Registration Officer in the roles ascribed to him.
The permanent and pensionable post carries salary in scale Rs 16,075 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 34,350 a month.

V. **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. Qualified candidates already in the service are required to 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)

   They are also required to submit a printed copy of their Application Form duly signed through their respective Supervising Officers/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.**

VI. **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 28 August 2017.**

Date: 08 August 2017

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