

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 70 OF 2016

Vacancies for Post of Deputy Registrar-General **Registrar-General's Department**

Applications are invited from qualified officers of the Registrar-General's Department who wish to be considered for appointment as Deputy Registrar-General in that Department.

II. QUALIFICATIONS

By selection from among officers in the grade of Assistant Registrar-General who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) have a wide knowledge of all legislations pertaining to the Registrar-General's Department;
- (ii) possess good leadership and problem-solving skills;
- (iii) possess strong interpersonal and communication skills;
- (iv) possess excellent customer relations skills;
- (v) have the ability to work under pressure and meet deadlines; and
- (vi) are result-oriented and are able to adapt to a changing environment.

III. ROLE AND RESPONSIBILITIES

To assist the Registrar-General in the effective and efficient management of the Registrar-General's Department and in ensuring compliance with all relevant legislations pertaining to the Department.

IV. DUTIES AND SALARY

1. To exercise concurrently with the Registrar-General, all the powers and duties by any enactment vested in or imposed upon him as Registrar-General and Receiver of Registration Dues.
2. To exercise concurrently with the Registrar-General, all the powers vested in and duties imposed upon the Registrar-General as Conservator of Mortgages by any enactment.
3. To deputise for the Registrar-General who also acts as the Conservator of Mortgages, as and when required.
4. To assist the Registrar-General in developing and implementing strategies for reforms and in reviewing legislations.
5. To issue certificates burdening inscriptions.
6. To validate erasures of inscriptions.
7. To ensure the smooth running of the sections/units.
8. To attend Court/Committees/Objection Unit/Assessment Review Committee.

9. To validate Affidavits of Prescription and Seizure.
10. To scan and print documents.
11. To monitor the work of subordinate staff and to provide training to them.
12. To use ICT in the performance of his duties.
13. 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 Registrar-General in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Registrar-General, Registrar-General's Department.
3. This Circular 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.**

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 Tuesday 13 December 2016.**

Date: 23 November 2016

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