PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 25 OF 2016

Vacancies for Post of Photocopyist
Ministry of Finance and Economic Development
(Corporate and Business Registration Department)

Applications are invited from qualified officers who wish to be considered for appointment as Photocopyist in the Corporate and Business Registration Department, Ministry of Finance and Economic Development.

II. QUALIFICATIONS

By selection from among serving officers who possess:-

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

(b) 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

(c) 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.

Note: 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.

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 12,750 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 27,075 a month.

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.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 Tuesday 07 June 2016.

Date: 18 May 2016