

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 13 OF 2021

Vacancy for Post of Court Usher
The Judiciary

Applications are invited from qualified candidates who wish to be considered for appointment as Court Usher in The Judiciary.

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

1. Candidates should possess:

- A.** (a) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts 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.

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 Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to **A** and **B** above acceptable to the Public Service Commission.

2. Candidates should be computer literate.

NOTE 1

Consideration will also be given to candidates who reckon at least two years' experience in court procedures in the office of an attorney-at-law and who possess the qualifications at **1.A** and **2** above.

NOTE 2

Candidates will be required to pass such examination prescribed by rules made by the Judges of the Supreme Court. The examination will be conducted by the Public Service Commission.

Note

1. Qualification at **1.A** above should have been obtained prior to qualification at **1.B** above.
2. Candidates should produce written evidence of knowledge/experience claimed.
3. **The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge/experience claimed and Equivalence Certificate, as appropriate, by the closing date.**
4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To serve judicial and extra judicial processes, execute writs, orders, warrants and effect sales of forfeited and seized articles.
2. To attend court sittings, maintain order and discipline, call cases, parties and witnesses and administer oath to witnesses.
3. To keep warrant books and books of entries.
4. To keep register of documents (Usher's book of returns) and make the appropriate daily entries.
5. To process money payable to the Judge in Bankruptcy and Master and Registrar.

6. To act as Invigilator in vocational examination.
7. To act as Auctioneer before the Master's bar and for the sales of seized and forfeited articles.
8. To generally perform such relevant duties as laid down in the Ushers' Act, Intermediate and District Court (Civil and Criminal Jurisdiction) Acts, Insolvency Act, Sale of immovable property Act, Rules of the Supreme Court, Courts Act, Civil and Criminal Procedure Act and Code of Procedure Civile.
9. To use ICT in the performance of his duties.
10. 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 Court Usher in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 16,400 x 325 – 17,700 x 375 - 19,575 x 475 - 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 35,275 a month.

V. SELECTION PROCEDURE

1. The selection procedure will comprise:
 - (i) a written examination as prescribed by the rules made by the Judges of the Supreme Court. It will consist of **two** papers on the following topics:

Paper I

Courts Act; Courts (Civil Procedure) Act; District and Intermediate Courts (Criminal Jurisdiction) Act; District and Intermediate Courts (Civil Jurisdiction) Acts; District, Industrial and Intermediate Court Rules 1992 as amended; Supreme Court Rules 2000.

Paper II

Floating and fixed charges; Seizures (with particular reference to part I of the Sale of Immovable Property Act and 1ere Partie, Livre V, Titres 7e, 8e and 2eme Partie, Livre 1, Titres 1ere, 2eme, 3eme of the Code de Procedure Civile); Service in bankruptcy matters and on bodies Corporate, Protest of a bill of exchange; Court Ushers Act and Ushers Rules 1953, as amended by Act 13/06 and known as Court Ushers Rules.

- (ii) an interview by the Public Service Commission of candidates who reach a satisfactory standard at the examination.

2. Eligible candidates will be informed in due course of the date and venue of the examination.

VI. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:

<http://psc.govmu.org>

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
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. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. (local time) on Tuesday 23 February 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 10 February 2021

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