

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 86 OF 2021

Vacancies for Post of Word Processing Operator
Ministry of Public Service, Administrative and Institutional Reforms

Applications are invited from qualified candidates who wish to be considered for employment to give assistance at Word Processing Operator level in the Ministry of Public Service, Administrative and Institutional Reforms.

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

Candidates should possess -

- A.** a Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or 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;

- B.** a certificate in Word Processing or Data Processing from a recognised institution; and
- C.** a certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognised institution.

NOTE 1

Candidates not possessing qualification at **B** above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Public Service Commission.

NOTE 2

Candidates not possessing qualification at **C** above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the Public Service Commission.

Note

1. **Candidates should submit a copy of the qualifications at B and C above together with their application form.**
2. **The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to take part in a written examination.
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 type and collate official documents.
2. To perform simple clerical duties, as and when required, to ensure speedy handling of correspondence, although clerical work does not form part of the normal duties of a Word Processing Operator.
3. To perform word processing and computer/data processing work and to operate telefax and e-mail services.
4. To replace Confidential Secretaries and Senior Word Processing Operators, as and when required.
5. 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 Word Processing Operator in the roles ascribed to him.

Note

Word Processing Operators, who have been granted incremental credits for shorthand proficiency, may be called upon to take down shorthand notes and to transcribe them, as and when required.

The permanent and pensionable post carries salary in scale Rs 16,525 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,000 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 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.
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 Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Monday 29 November 2021**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 16 November 2021

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