

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 03 OF 2023

Vacancy for Post of Assistant 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 Assistant Registrar-General in the Department.

II. QUALIFICATIONS

- A.** By selection from among officers in the grade of Principal Registration Officer/Chief Registration Officer who reckon at least five years' service in a substantive capacity in the grade or an aggregate of at least five years' service in a substantive capacity in the grade of Principal Registration Officer/Chief Registration Officer and in the former grade of Principal Registration Officer.
- B.** Candidates should –
- (i) possess a diploma in Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) have a sound knowledge of matters relating to duties and taxes and land registry;
 - (iii) have the ability to lead and motivate a team of officers;
 - (iv) possess good administrative, interpersonal, communication and organising skills; and
 - (v) be able to work under pressure and meet deadlines.

Note

The onus for the submission of written evidence of knowledge claimed and 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 written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To assist in the effective and efficient management of the different sections/units 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 assist the Conservator of Mortgages in the performance of his duties as Conservator of Mortgages under legislations in force.
3. To make analysis of authenticated copies of notarial deeds or letters from banks and make entries in the margin of inscription for erasure and ensure follow-up.
4. To verify taxes generated by the computer on authenticated copies, notarial deeds or letters from banks and forward notice for payment to cashier.
5. To validate refund of excess duties and taxes.
6. To advise the Registrar-General on remedial action to be taken on evasion of duties and taxes.
7. To attend Court/Committees/Objection Unit/Assessment Review Committee.
8. To verify entries in the Register of Deposits on a daily basis and report promptly any incorrectness in entries to the Registrar-General or Deputy Registrar-General.
9. To be in charge of a section.
10. To train and monitor the work of subordinate staff.
11. To scan and print documents.
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 Assistant Registrar-General in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 39,350 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 68,000 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address:
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Registrar-General, Registrar-General’s Department.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. 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**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** 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.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours on Thursday 09 February 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 20 January 2023

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