

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 14 OF 2023

Vacancy for Post of Head, Court Usher
The Judiciary

Applications are invited from qualified officers of The Judiciary who wish to be considered for appointment as Head, Court Usher in The Judiciary.

II. QUALIFICATIONS

By selection from among officers in the grade of Chief Court Usher who reckon at least three years' service in a substantive capacity in the grade and who –

- (i) have a thorough knowledge of the duties pertaining to the Office of the Judge in Bankruptcy and Master and Registrar;
- (ii) possess strong leadership and administrative skills; and
- (iii) possess strong interpersonal and communication skills.

III. ROLE AND RESPONSIBILITIES

To be responsible for the proper planning and management of human resources in respect of Court Usher Cadre.

IV. DUTIES AND SALARY

1. To work under the general direction of the Chief Justice and the Judge in Bankruptcy and Master and Registrar for the proper performance of the duties devolving upon the Court Usher Cadre.
2. To work in collaboration with the Chief Registrar in the performance of his duties with regards to administration, human resource, health and safety for officers in the Court Usher Cadre.
3. To organise refresher courses for all Court Ushers.
4. To implement the provisions of any amendments of the Law Reform Commission.
5. To be in charge of the distribution and allocation of legal documents for service by officers of the Court Usher Cadre following lodging of civil suits at the e-filing section of the Commercial Division of the Supreme Court.
6. To receive all registered Court Ushers and Court Ushers who are bound by law to have their documents endorsed.

7. To inspect the register of documents kept by the registered Court Ushers under Section 26 F (2) of the Court Usher Act (Amended).
8. To take charge, before the Assize Court, of the jury and witnesses and be responsible for the opening and closing sessions.
9. To serve judicial and extra judicial processes, execute writs, orders, warrants and effect sale of forfeited and seized articles.
10. To act as Appraiser for Chief Court Ushers in the Performance Management System.
11. To use ICT in the performance of his duties.
12. 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 Head, Court Usher in the roles ascribed to him.

Note

In case of a force majeure/public emergency, the Head, Court Usher is required to be available to provide his services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

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 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 Judge in Bankruptcy and Master and Registrar.
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 (local time) on Thursday 23 March 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 03 March 2023

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