

PUBLIC SERVICE COMMISSION CIRCULAR NOTE No. 12 of 2023

Vacancy for Post of Chief Registrar
The Judiciary

Applications are invited from qualified officers of The Judiciary who wish to be considered for appointment as Chief Registrar in The Judiciary.

II. QUALIFICATIONS

By selection from among officers in the grades of –

- (i) Deputy Chief Registrar; and
- (ii) Senior Registrar/Regional Court Administrator who reckon at least two years' service in a substantive capacity in the grade

who –

- (a) have a thorough knowledge of the duties pertaining to the office of Judge in Bankruptcy and Master and Registrar;
- (b) have sound practical knowledge of the Courts Act, Bankruptcy Act, Companies Act, Sale of Immoveable Property Act, Intermediate and District Courts (Civil Jurisdiction) Act, Intermediate and District Courts (Criminal Jurisdiction) Act, Industrial Court Act, Criminal Procedure Act, Mauritius Civil Procedure Act, Judicial Provisions Act, more specially the rules and regulations made under each of the abovementioned enactments;
- (c) possess excellent administrative ability;
- (d) possess excellent communication and interpersonal skills; and
- (e) possess strong leadership qualities.

III. ROLE AND RESPONSIBILITIES

To be responsible for the managerial and technical levels in the effective administration of justice.

IV. DUTIES AND SALARY

1. To assist the Judge in Bankruptcy and Master and Registrar and the Deputy Master and Registrar and Judge in Bankruptcy in their administrative functions.

2. To assist in the planning, organisation, supervision and co-ordination of all activities and modernisation of the Court Administration.
3. To act as Registrar in civil and criminal cases.
4. To receive petitions and bonds, as and when required.
5. To make arrangements for the holding of examinations prescribed for Court Ushers.
6. To initial traders' book.
7. To be responsible for –
 - (i) the proper planning and management of human resources and liaising with authorities concerned on personnel matters pertaining to the Court Officer Cadre;
 - (ii) the monitoring, supervision and guidance of subordinate staff; and
 - (iii) assisting in the training of all Court personnel.
8. To receive wills and draw up memoranda witnessing such deposits.
9. To act as Commissioner of Oaths.
10. To tax costs.
11. To assist in the implementation of administrative policies, systems and standards regarding staff development and training, financial administration, rental, acquisition and management of assets, information technology, records management, disposal and exhibit control.
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 Chief Registrar in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 77,950 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to 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 Tuesday 21 March 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 01 March 2023

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