

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 73 OF 2023

Vacancy for Post of Transcriber **Ministry of Labour, Human Resource Development and Training** **(Labour Division)**

Applications are invited from qualified candidates who wish to be considered for appointment as Transcriber (*formerly* Shorthand Writer) in the Ministry of Labour, Human Resource Development and Training (Labour Division).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should possess –

- A.** a Cambridge School Certificate with credit in at least 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 English Shorthand of 100 words a minute or in French Shorthand of 80 words a minute from a recognised institution.
- C.** a certificate in keyboarding or typewriting at a speed of at least 25 words per minute from a recognised institution.

NOTE 1

Senior Word Processing Operators and officers who hold a substantive appointment in the grade of Word Processing Operator will also be considered provided they possess the qualification at **B** above.

NOTE 2

Candidates not possessing the 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. **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.**
2. Candidates should submit a copy of the qualifications at **B** and **C** together with their Application Form.
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 take down shorthand notes of debates, proceedings and meetings both in English and French and to transcribe them.
2. To give clerical, typing and secretarial assistance, as and when required.
3. To train Senior Word Processing Operators and Word Processing Operators, as and when required.
4. To perform word processing and other basic ICT functions.
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 Transcriber in the roles ascribed to him.

Note

Transcribers may be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 23,025 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 44,800 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 Form **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 26 June 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 06 June 2023

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