

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 108 of 2023

Vacancy for Post of Deputy Chief Registrar The Judiciary

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

II. QUALIFICATIONS

By selection from among officers in the grades of –

- (i) Senior Registrar/Regional Court Administrator; and
- (ii) Chief Court Officer/Court Manager 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 the Judge in Bankruptcy and Master and Registrar;
- (b) have sound practical knowledge of the Courts Act, Insolvency Act, Companies Act, Sale of Immovable Property Act, Intermediate and District Courts (Civil Jurisdiction) Act, Industrial Court Act, Criminal Procedure Act, Mauritius Civil Procedure Act, Judicial and Legal Provisions Act, more specially the rules and regulations made under each of the abovementioned enactments;
- (c) possess good administrative ability;
- (d) possess good communication and interpersonal skills; and
- (e) possess good leadership qualities.

III. ROLE AND RESPONSIBILITIES

To give managerial and technical assistance for the effective administration of all court activities in The Judiciary.

IV. DUTIES AND SALARY

1. To be responsible to the Judge in Bankruptcy and Master and Registrar and the Deputy Master and Registrar and Judge in Bankruptcy through the Chief Registrar for the following –
 - (i) to give general assistance to the Judge in Bankruptcy and Master and Registrar and the Deputy Master and Registrar and Judge in Bankruptcy in their administrative functions;
 - (ii) to act as Registrar in civil and criminal cases;

- (iii) to deputise for and take over the Chief Registrar's responsibilities during the latter's absence;
 - (iv) to receive petitions and bonds, as and when required;
 - (v) to assist in making arrangements for the holding of examinations prescribed for Court Ushers;
 - (vi) to initial traders' book;
 - (vii) to liaise with authorities concerned on personnel matters pertaining to the Court Officer Cadre, as may be required;
 - (viii) to act as Commissioner of Oaths; and
 - (ix) to tax costs.
2. To use ICT in the performance of his duties.
 3. 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 Deputy Chief Registrar in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 44,800 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 73,800 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 Wednesday 03 January 2024.** Applications received after the specified closing date and time will **not** be considered.

Date: 14 December 2023

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