

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 25 OF 2024

Vacancy for Post of Assistant Secretary, Film Classification Board

Ministry of Arts and Cultural Heritage

Applications are invited from qualified officers who wish to be considered for appointment as Assistant Secretary, Film Classification Board in the Ministry of Arts and Cultural Heritage.

II. QUALIFICATIONS

By selection from among serving officers who are drawing a basic salary of not less than Rs 21,475 and who –

- (i) possess a diploma in Social Work or Communication Studies or Management or Administration or Humanities from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) have good administrative and organising abilities; and
- (iii) possess good communication and interpersonal skills.

NOTE

The Assistant Secretary, Film Classification Board will be required to follow successfully an approved course leading to a degree in Social Work or Communication Studies or Management or Administration or Humanities from a recognised institution to be eligible for consideration for promotion as Secretary, Film Classification Board.

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.

III. DUTIES AND SALARY

1. To assist the Secretary, Film Classification Board in the performance of his duties.
2. To be responsible for –
 - (a) customs clearance of films; and
 - (b) the compilation of information and input of data regarding the activities of the Film Classification Board.

3. To record entries in different registers of the Film Classification Board and prepare relevant statements for payment of fees to censors.
4. To ensure that all data input are up to date and accurate.
5. To submit reports/statistics on the activities of the Film Classification Board, as may be required.
6. To supervise and monitor the work of subordinate staff.
7. To use ICT in the performance of his duties.
8. 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 Secretary, Film Classification Board in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 22,625 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 – 43,500 a month.

IV. 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. Application Forms should be submitted **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 circular 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.**

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 15 00 hrs (local time) on Monday 05 August 2024**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 16 July 2024

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