

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 10 OF 2025

Vacancies for Post of Deputy Clerk, Assessment Review Committee **Ministry of Finance (Assessment Review Committee)**

Applications are invited from qualified officers who wish to be considered for appointment as Deputy Clerk, Assessment Review Committee in the Ministry of Finance (Assessment Review Committee).

II. QUALIFICATIONS

By selection from among serving officers in Ministries and Departments who –

- (i) possess a diploma in Legal Studies or Accounting with Finance or Law and Management or Accounting and Finance from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least three years' service in a substantive capacity in their respective grade;
- (iii) have a good knowledge of revenue laws and fiscal administration;
- (iv) have good administrative and organising abilities; and
- (v) possess good interpersonal and communication skills.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualifications (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 written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. ROLE AND RESPONSIBILITIES

To assist in the efficient and effective administration and management of the Assessment Review Committee.

IV. DUTIES AND SALARY

1. To assist the Clerk, Assessment Review Committee in receiving and processing representations made to the Assessment Review Committee, convening aggrieved persons before the Assessment Review Committee and communicating to such persons as well as to the Director-General, Mauritius Revenue Authority and Registrar-General, the decision of the Assessment Review Committee.

2. To schedule lodged representations.
3. To prepare –
 - (i) monthly statistics on cases; and
 - (ii) roster for Transcribers.
4. To process requests for minutes of proceedings and documents from parties.
5. To assist in arranging for such administrative and secretarial or other assistance as the Assessment Review Committee may require.
6. To assist the Clerk, Assessment Review Committee in receiving and in keeping record of appeals.
7. To assist the Assessment Review Committee in the discharge of its functions.
8. To use ICT in the performance of his duties.
9. 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 Clerk, Assessment Review Committee in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 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 and Administrative 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. Applications 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.**

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 Tuesday 24 June 2025.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 04 June 2025

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