

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 42 OF 2025

Vacancy for Post of Deputy Registrar of Companies **Ministry of Finance** **(Corporate and Business Registration Department)**

Applications are invited from qualified officers in the Corporate and Business Registration Department of the Ministry of Finance who wish to be considered for appointment as Deputy Registrar of Companies.

II. QUALIFICATIONS

By selection from among officers in the grade of Assistant Registrar of Companies who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) have a wide knowledge of all legislation administered by the Department;
- (ii) possess good leadership and problem-solving skills;
- (iii) possess strong interpersonal and communication skills;
- (iv) possess excellent customer relations skills;
- (v) have the ability to meet tight deadlines; and
- (vi) are result-oriented, versatile and are able to adapt to a changing environment.

III. ROLE AND RESPONSIBILITIES

To assist the Registrar of Companies in the implementation of policies and ensure that the activities of the Corporate and Business Registration Department are carried out in accordance with relevant legislation.

IV. DUTIES AND SALARY

1. To assist the Registrar of Companies in developing strategies for reforms, reviewing existing legislation and ensuring the implementation of such action plans as laid down by the Department.
2. To be responsible for the implementation of ICT initiatives at the Department.
3. To devise, carry out and assist in organising training programmes for the staff to keep them abreast of the provisions of the different legislation administered by the Department.
4. To be responsible for the carrying out of sensitisation campaigns through public education on the various laws under the purview of the Department.

5. To represent the Registrar of Companies in Court, as and when required.
6. To perform such duties as delegated by the Registrar of Companies under all relevant legislation administered by the Department.
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 Deputy Registrar of Companies in the role ascribed to him.

The permanent and pensionable post carries salary in scale Rs 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 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 their Responsible Officer.
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 13 August 2025.** Applications received after the specified closing date and time will **not** be considered.

Date: 24 July 2025

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