

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 86 OF 2025

Vacancy for Post of Court Transcriber
The Judiciary

Applications are invited from qualified candidates who wish to be considered for appointment as Court Transcriber in The Judiciary.

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 Higher School Certificate with passes at “Principal Level” in English and French or passes in at least two subjects including English and French obtained on one Certificate at the General Certificate of Education “Advanced Level”.
- B.** a Certificate in keyboarding or typewriting at a speed of at least 40 words a minute from a recognised institution.

OR

Equivalent qualifications to **A** and **B** acceptable to the Public Service Commission.

C. Candidates should –

- (i) have the ability to use computer-assisted transcriptions;
- (ii) possess excellent word processing skills and be able to use digital recording system;
- (iii) be able to communicate effectively both in writing and orally;
- (iv) have good listening skills; and
- (v) be computer literate.

NOTE

Senior Word Processing Operators and Word Processing Operators who hold a substantive appointment in their respective grade will also be considered provided they possess the qualification laid down at **B** and **C** above.

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 qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests with the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence of Certificate, as appropriate, by the closing date.**
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 be responsible to Senior Registrar/Regional Court Administrator through the Senior Court Transcriber for the performance of the following duties –
 - (i) to listen to digital recording of court proceedings, debates and meetings, both in English and French and undertake transcription and editing thereof;
 - (ii) to quickly obtain information to clarify meaning of technical words, confirm reports and submit completed transcriptions for merging; and
 - (iii) to make any corrections after further editing of the transcriptions.
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 Court Transcriber in the roles ascribed to him.

Note

Court Transcribers may be required to work at staggered hours, as and when required.

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 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. 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 Thursday 20 November 2025.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 07 November 2025

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

