

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 35 OF 2026

Vacancy for Post of Civil Status Officer **Rodrigues Regional Assembly (Civil Status)**

Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Civil Status Officer in the Rodrigues Regional Assembly (Civil Status).

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

- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language and French obtained at not more than two sittings or
- (b) Passes not below Grade C in at least five subjects including English Language and French obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

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

- C. Candidates should be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. Qualification at A above should have been obtained prior to qualification at B above.
3. **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 Certificate, as appropriate, by the closing date.**
4. Candidates may be required to take part in a written examination.
5. 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 assist the Senior Civil Status Officer in the performance of his duties or to be in charge of Civil Status sub-offices.
2. To register births and deaths.
3. To deal with the publication and celebration of civil marriages.
4. To register religious marriages having civil effect in accordance with Section 28 of the Civil Status Act.
5. To prepare returns for the compilation of vital statistics.
6. To perform duties related to the issue of National Identity Cards.
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 Civil Status Officer in the roles ascribed to him.

Note

Civil Status Officers are required to attend duty on Saturdays, Sundays and Public Holidays on a roster basis for the registration of deaths only.

The permanent and pensionable post carries salary in scale Rs 25,745 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 45,930 a month.

However, for the year 2026, the discounted initial salary would be Rs 23,917.

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. 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>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
4. 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 Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 15 15 hours (local time) on Monday 06 July 2026.** Application Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 23 June 2026

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.