

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 33 OF 2026

Vacancy for Post of Assistant Registrar-General
Registrar-General's Department

Applications are invited from qualified officers of the Registrar-General's Department who wish to be considered for appointment as Assistant Registrar-General in the Department.

II. QUALIFICATIONS

- A. By selection from among officers in the grade of Principal Registration Officer/Chief Registration Officer who reckon at least five years' service in a substantive capacity in the grade or an aggregate of at least five years' service in a substantive capacity in the grade of Principal Registration Officer/Chief Registration Officer and in the former grade of Principal Registration Officer.
- B. Candidates should –
- (i) possess a diploma in Legal Studies or Law and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) have a sound knowledge of matters relating to duties and taxes and land registry;
 - (iii) have the ability to lead and motivate a team of officers;
 - (iv) possess good administrative, interpersonal, communication and organising skills; and
 - (v) be able to work under pressure and meet deadlines.

NOTE

The onus for the submission of 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 Equivalence Certificate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To assist in the effective and efficient management of the different sections/units of the Registrar-General's Department and in ensuring compliance with all relevant legislations pertaining to the Department.

IV. DUTIES AND SALARY

1. To exercise concurrently with the Registrar-General, all the powers and duties by any enactment vested in or imposed upon him as Registrar-General and Receiver of Registration Dues.
2. To assist the Conservator of Mortgages in the performance of his duties as Conservator of Mortgages under legislations in force.
3. To make analysis of authenticated copies of notarial deeds or letters from banks and make entries in the margin of inscription for erasure and ensure follow-up.
4. To verify taxes generated by the computer on authenticated copies, notarial deeds or letters from banks and forward notice for payment to cashier.
5. To validate refund of excess duties and taxes.
6. To advise the Registrar-General on remedial action to be taken on evasion of duties and taxes.
7. To attend Court/Committees/Objection Unit/Assessment Review Committee.
8. To verify entries in the Register of Deposits on a daily basis and report promptly any incorrectness in entries to the Registrar-General or Deputy Registrar-General.
9. To be in charge of a section.
10. To train and monitor the work of subordinate staff.
11. To scan and print documents.
12. To use ICT in the performance of his duties.
13. 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 Registrar-General in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 51,200 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 x 1,900 – 75,500 x 2,250 – 84,500 a month.

However, for the year 2026, the discounted initial salary would be Rs 48,264.

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. Application Forms should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Registrar-General.
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 Wednesday 24 June 2026**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 04 June 2026

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