MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 68 OF 2026

Vacancy for Post of Court Officer
Rodrigues Regional Assembly (Judicial Services)

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

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

By selection from among candidates who –

(i) possess 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 an equivalent qualification acceptable to the Public Service Commission; and

(ii) are computer literate.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo, both theoretical and practical training including on-the-job training for a period of at least one year, in all aspects of the work of a Court Officer. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment to the grade of Court Officer, as and when vacancies occur.

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 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.

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IV. DUTIES AND SALARY

1. To receive, lodge, process civil and criminal cases and issue summonses, court orders, remand sheets and civil warrants and to make appropriate entries in Cause Books and Registers.

2. To prepare and keep court records and documents and to assist in the preparation of Cause Lists.

3. To act as Registrar in civil and criminal cases making use of the electronic system and/or by long-hand recording.

4. To guide and assist court users in regard to their cases or requirements and ensure a positive relationship with the court system.

5. To assist the Court in the preparation of leaflets, pamphlets and other documents for the information of the general public and the dissemination thereof.

6. To coordinate the requirements of court users, the Courts and the other professions.

7. To perform simple clerical duties such as the preparation and processing of straightforward documents, records, including the drafting of replies to simple correspondence.

8. To act as general interpreter for English, French and Creole.

9. To perform the duties of Cashier, as and when required.

10. To operate modern office equipment such as telefax machine and to perform computer/data processing work and microfilming.

11. To use ICT in the performance of his duties.

12. 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 Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,545 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 – 46,900 x 1,050 – 49,000 x 1,100 – 52,300 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 28,545 a month.

However, for the year 2026, the discounted flat salary would be Rs 26,688.

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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 Thursday 22 October 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.

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

Date: 09 October 2026