PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 84 OF 2026

Vacancies for Post of Registration Officer/Senior Registration Officer Registrar-General's Department

Applications are invited from qualified officers who wish to be considered for appointment as Registration Officer/Senior Registration Officer in the Registrar-General's Department.

II. QUALIFICATIONS

A. By selection from among –

(a) serving officers who hold a substantive appointment and who possess –

(i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"; and

(ii) a Certificate in Information Technology from a recognised institution

AND

(b) candidates who possess –

(i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"; and

(ii) a Certificate in Information Technology from a recognised institution

OR

Equivalent qualifications to (a) (i), (a) (ii), (b) (i) and (b) (ii) above acceptable to the Public Service Commission.

B. Candidates should –

(i) possess good communication and interpersonal skills;

(ii) be able to work in a team; and

(iii) be able to meet deadlines.

NOTE

1. **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.**

2. Candidates may be required to take part in a written examination.

3. 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.

III. DUTIES AND SALARY

1. To assist Principal Registration Officer/Chief Registration Officers in the performance of their duties.

2. To prepare and process data to be fed into the computer system of the Department and to receive such data, as and when required.

3. To scan and upload documents in the computerised system and make appropriate data entry therein.

4. To collate inscribed and transcribed documents.

5. To sign registration certificates on documents or to digitally sign proof of registration.

6. To take down inscription of privilege on immovable property.

7. When posted in the Certified Copy Section –

   (i) to levy appropriate fee and process requests/proecipe for certified copies of registered documents; and

   (ii) to scan and print documents.

8. To verify notices and taxes generated by the computer.

9. To assist stakeholders and members of the public at the Help Desk and Call Centre.

10. To provide customer service for online submission of documents.

11. To produce certified copies of documents in court, as and when required.

12. To deliver documents at Counter.

13. To verify –

   (i) data entries including marginal entries in Registers; and

   (ii) that fees levied on registered documents have been correctly recorded on seal.

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14. To retrieve, both manually and electronically, copies of documents.

15. To correctly make entry of particulars in the Registration Certificate on registered documents including e-stamping on digital images.

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

17. 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 Registration Officer/Senior Registration Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,225 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 – 51,200 a month.

However, for the year 2026, the discounted initial salary would be Rs 26,371.

IV. 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 their respective Supervising Officer/Responsible Officer.

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.**

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V. 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 Monday 14 December 2026**. Application Forms received after the specified closing date and time will **not** be considered.

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

Date: 24 November 2026