

**Report of the
Public and Disciplined Forces Service Commissions
for period July 2005 to December 2006**

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Foreword

As Chairman and on behalf of the Commissioners, I am very pleased to present this Report of the Public and Disciplined Forces Service Commissions, covering the period July 2005 to December 2006.

Since last year, the Commissions are publishing quarterly reports - both on their website and in the press. These reports give to the public service and the general public a good insight into the activities of both Commissions.

The Commissions are time-honoured institutions of which the country can be proud. They celebrated their 50th anniversary some two years ago. They have a long tradition of fulfilling their duties in an impartial and independent manner. They are alive to the fact that equity in the selection of personnel for the public service is critical especially during this era of globalisation and competition. At the same time, the Commissions have to ensure that the interests of the public service are well served and sustained. The Commissions consider it to be their prime duty to uphold the value of fairness for all as well as to promote a good spirit of public service.

The Commissions have acquired a wealth of experience and institutional wisdom over time. As Commissioners, we are proud of this inheritance and are making good use of it. However, it is considered that the Commissions have to gradually undergo changes in order to better respond to the needs and exigencies of our fast-changing society and economy. This is one of the great challenges on the road ahead.

The Commissions have seen their workload steadily increasing manifold. This report gives an indication of the sheer volume of work the two Commissions have undertaken, with all due diligence and care.

I wish to thank the Commissioners for their unflinching support and contribution in carrying out our collective work and also the staff for their dedication and quiet efficiency. I also wish to express my appreciation to the staff of the State Law Office who have been a constant source of wise legal advice to the Commissions. Without the collective support and work of all these people it would not have been possible to run the Commissions smoothly.

R. YAT SIN, C.S.K
Chairman
(Public and Disciplined Forces Service Commissions)

Acknowledgement

We wish to express our appreciation to Mr O. K. Dabidin, Secretary, for his unwavering support and assistance in realizing this project. Our thanks also go to the Head of Divisions and all members of the staff for their contributions.

Special thanks go to the Editing Team comprising Mrs N. Gobin-Bheenick, Principal Assistant Secretary, Mr S. Chooromoney, Mr A. Fowdar, Mr N. Jugmohunsing, Mrs S. A. K. Dabeedeen, Assistant Secretaries, Mrs. J. Rosalie and Mrs N. Sobarun, Chief Personnel Officers and Mr L. M. Mudali, Registrar for finetuning and giving the final shape to the report.

Introduction

This Report of the Public and Disciplined Forces Service Commissions (P&DFSC) covers the period July 2005 to December 2006. The last report published in September 2003 dealt with activities for the period ending June 2003. Statistics for the period July 2003 to June 2005 are included at *Appendix I* for information.

The Public Service Commission (PSC) and the Disciplined Forces Service Commission (DFSC) are, under Sections 89 and 91 of the Constitution respectively, responsible for appointing persons to hold or act in any office in the public service (except those falling under the jurisdiction of the Judicial and Legal Service Commission), for the exercise of disciplinary control and for removal from office. In the discharge of their functions, the Commissions are governed by their respective regulations namely, the Public Service Commission Regulations 1967 and the Disciplined Forces Service Commission Regulations 1997. Accordingly, they must ensure that the principles of equity and fairness are upheld, that qualified and committed personnel are recruited to manage the affairs of the State and that a high standard of efficiency and effectiveness is maintained in the public service.

The Public Service Commission consists of a Chairman, two Deputy Chairpersons and four Commissioners. The Disciplined Forces Service Commission, on the other hand, consists of the Chairman of the PSC as Chairman and four other Commissioners. Both Commissions have a common staff, headed by the Secretary.

During the period under review, the PSC has had to dedicate much of its time and resources to address recruitment of personnel in areas of priority for Ministries like the Ministry of Education and Human Resources (appointment of Deputy Rectors, Education Officers, Mentors) and the Ministry of Health and Quality of Life (appointment of doctors, nursing staff and student nurses). Special attention has been given to the Rodrigues Regional Assembly in view of the administrative autonomy of the island. The Commissions conducted a number of recruitment exercises during a visit to Rodrigues in January 2006. It was noted that in most cases qualified Rodriguans were available to fill the vacancies. This was an encouraging sign for the further development of Rodrigues. However, there remain a few scarcity areas where Mauritian personnel are still required.

The Commissions have made special efforts to fill vacancies as soon as they were reported. However, given the very high number of applicants, (e.g. 4,000 for the post of Education Officer), particularly for entry grades, recruitment exercises proved to be increasingly time-consuming. Some major recruitment exercises undertaken, in terms of number of applicants, concerned the selection of Executive Officers, Education Officers, Traffic Census Officers, Student Nurses, Enforcement Officers, Theatre Controllers, Medical Records Assistants, Physiotherapy Assistants and Data Entry Operators. It is noted that in a few areas there was a dearth of qualified candidates, for example, vocational/technical/professional positions in Ministries and Asian Languages (except Hindi and Urdu), Music and Dance in the Ministry of Education and Human Resources. For most other positions, on the other hand, the number of

qualified candidates far exceeded the number of vacancies, so much so that the Commission had, to resort to written examinations to pre-select candidates. Thus, during the period under review, the PSC carried out five written examinations. For all other recruitment exercises, only the best qualified candidates were convened for interviews.

The Commissions have noticed, in the course of their functions, that many candidates come quite unprepared for interviews. Consequently, it was found necessary to prepare guidelines to assist candidates coming for interviews and these have been published on the Commission's website. A copy of the Guidelines is at ***Appendix II***.

The Commissions have also devoted considerable time to promotion exercises within Ministries/Departments. Together with the review and approval of schemes of service, such exercises constitute, apart from recruitment exercises, a large volume of the work of the Commission. Other areas which fall under the jurisdiction of the Commission are cases of discipline, appeal, transfers and scholarships. The Commissions also had to justify the decisions taken in respect of cases where applications for judicial review were made in the Supreme Court.

The Commissions are aware of the necessity to review their practices to keep up with changes in the civil service as a whole. A conscious effort is therefore made to revisit work methods constantly with a view to rendering them more efficient and effective and to shortening delays to meet, as far as possible, the needs and expectations of all its customers.

The background features a repeating pattern of faint, light purple elements. On the left, the letters 'PPSC' are visible in a large, bold, sans-serif font. On the right, the letters 'DEFSC' are visible in a similar font. Interspersed among these letters are stylized icons of hands, some pointing upwards and some pointing downwards, suggesting a theme of support, growth, or community.

CHAPTER ONE
Vision, Mission & Objectives

1.1 Vision

To be the benchmark for integrity, equity and efficiency in a dynamic public service.

1.2 Mission Statement

To ensure that the Republic of Mauritius has a professional and efficient civil service geared towards excellence.

1.3 Objectives

- To identify and appoint qualified persons with the drive and skill for efficient performance.
- To safeguard the impartiality and integrity of appointments and promotions in the Civil Service and to ensure that these are based on merit.
- To take disciplinary action with a view to maintaining ethical standards and to safeguarding public confidence in the public service.

1.4 Core Values

- Responsible attitude and efficiency
- Respect for the Constitution and valuing people
- Unrelenting and quality service
- Integrity and independence
- Fairness and equity
- Team spirit and Timeliness
- Innovativeness and improvement

The background features a repeating pattern of faint, light purple text and icons. The text 'APPSC' is visible at the top, and 'DEFSC' is visible at the bottom. Interspersed with the text are stylized icons of hands, some pointing upwards and some downwards, suggesting a theme of support or assistance.

CHAPTER TWO
The Commissions

2.1 The Public Service Commission

2.1.1 Historical Background

The Public Service Commission was established under the Public Service Commission Ordinance No. 23 of 1953 and came into operation on 11 May 1955.

The Commission is vested with powers to appoint persons to hold or act in any offices in the public service, to exercise disciplinary control over persons holding or acting in such offices and to remove such persons, under Section 89 of the Constitution.

The Constitution was amended on 20 May 1997 (Act No 5 of 1997) to provide for the appointment of two Deputy Chairmen and four Commissioners.

2.1.2 Composition

The Public Service Commission was last appointed under section 88 of the Constitution on 1 August 2005, for an initial term of three years, and is composed as follows:

Chairman	:	Mr. Regis YAT SIN, C.S.K
Deputy Chairpersons	:	Mrs. Mohini RADHAKEESOON Mr. Mohammad Reychard RAMJAN, P.D.S.M
Commissioners	:	Mr. Rex Cyril Louis Benjamin FANCHETTE Mr. Hemansing PRAYAG, P.D.S.M Mr. Raveendranath MATADEEN Mr. Marimootoo THODDA

2.2 Disciplined Forces Service Commission

2.2.1 Historical Background

Section 90 of the Constitution provides that there shall be a Disciplined Forces Service Commission (DFSC). It has replaced the former Police Service Commission following the amendment of the Constitution on 20 May 1997 (Act No. 5 of 1997).

The DFSC is, by virtue of section 91 of the Constitution, vested with the powers to appoint persons to offices in the disciplined forces, to exercise disciplinary control over them and to remove such persons from office.

The Disciplined Forces Service Commission Regulations, 1997 were made by the Commission under Section 118(1) of the Constitution on 26 November 1997. These regulations were deemed to have come into operation on 28 August 1997.

The DFSC is responsible for the disciplined forces as defined in Section 111 of the Constitution namely:

- (a) a naval, military or airforce;
- (b) the Police Force;
- (c) a fire service established by any law in force in Mauritius; and

(d) the Mauritius Prison Service.

2.2.2 Composition

The Disciplined Forces Service Commission, was appointed on 1 August 2005 for an initial term of three years and is composed as follows:-

Chairman : Mr. Regis YAT SIN, C.S.K
Commissioners : Mr. Bawanydehal DOOLHUR, P.D.S.M
Mr. Ardill Ebrahim GHANTY
Mr. Marie Jacques Daniel MARION
Mr. Iswar RAJKOMAR

2.3 Former Commissions

A list of former Chairmen and Commissioners who served the Public and Disciplined Forces Service Commissions as from the year 2000 is at *Appendix III*.

2.4 Secretariat

The senior staff who were serving the Commissions as at December 2006 were as follows:

Secretary : Mr. Om Kumar DABIDIN
Principal Assistant Secretary : Mrs. Nirmala GOBIN-BHEENICK
Assistant Secretaries : Mr. Anil FOWDAR
Mr. Navindsing JUGMOHUNSING
Assistant Secretary, P&DFSC : Mr. Satyavrat CHOOROMONEY
Chief Personnel Officers : Mrs. Marie Josiane ROSALIE
Mrs. Neermalah SOBARUN

A list of officers who served both Commissions as Secretary since the year 2000 is at *Appendix IV*.

2.5 Organisation Chart

An Organisation Chart of the Secretariat, Public and Disciplined Forces Service Commissions is at *Appendix V*.



CHAPTER THREE
Activities of the Public Service Commission

3.1 Recruitment

3.1.1 Advertisements and Applications

The Recruitment Section is responsible for the processing of all applications received at the level of the Commission for the filling of vacancies reported by Ministries/Departments.

	Ministry / Department	No. of Grades	No. of applications processed	No of vacancies filled
1.	Prime Minister's Office	23	4,095	64
2.	Public Infrastructure, Land Transport & Shipping	19	2,317	44
3.	Tourism, Leisure & External Communications	1	387	5
4.	Finance & Economic Development	21	713	33
5.	Foreign Affairs, International Trade & Cooperation	6	1,160	6
6.	Environment & National Development Unit	11	754	33
7.	Education & Human Resources	61	16,781	285
8.	Public Utilities	8	543	18
9.	Local Government	2	3	1
10.	Agro Industry & Fisheries	21	873	35
11.	Social Security, National Solidarity and Senior Citizens Welfare & Reform Institutions	7	319	13
12.	Women's Right, Child Development, Family Welfare & Consumer Protection	5	269	1
13.	Labour, Industrial Relations & Employment	1	5	3
14.	Justice & Human Rights	2	1	1
15.	Health & Quality of Life	41	8,370	377
16.	Industry, Small and Medium Enterprises, Commerce & Cooperatives	9	488	7
17.	Arts & Culture	10	2,570	21
18.	Housing & Lands	6	144	8
19.	Information Technology & Telecommunications	4	1,904	1
20.	Youth & Sports	2	822	17
21.	Rodrigues Regional Assembly	36	1,173	7
	TOTAL	296	43,691	980

Table 3.1 – Recruitment exercises carried out as at December 2006

3.1.2 Interviews

7,729 candidates were convened for interviews held during the period 01 July 2005 – 31 December 2006.

3.1.3 Examinations

The following examinations were conducted to pre-select candidates:

	Post	Ministry/Department	Date	No. of candidates
1.	Statistical Officer	Health and Quality of Life Central Statistics Office	08/04/06	498
2.	Dental Assistant	Health and Quality of Life	15/04/06	1,034
3.	Student Nurse	Health and Quality of Life	06/05/06	800
4.	Second Secretary	Foreign Affairs, International Trade & Cooperation	12/08/06	745
5.	Theatre Controller	Arts and Culture	26/08/06	697
6.	Trainee Teacher	Education & Human Resources	16/12/06	2,340
7.	Trainee Teacher	Rodrigues Regional Assembly	16/12/06	24

Table 3.2 - Examinations

3.1.4 Scarcity Areas

In most cases, the number of qualified candidates exceeds the number of vacancies. However, in some specific areas there were no qualified candidates or only a limited number thereof. The following table gives an indication of the scarcity areas for the period under review.

	Post	No. of vacancies	No. of qualified candidates
1.	Machine Minder (Binder)	20	10
2.	Veterinary Officer	3	2
3.	Radiation Protection Officer	2	1
4.	Assistant Inspector of works	21	1
5.	Scientific Officer	7	4
6.	Financial Management Analyst	12	9
7.	Government Valuer	9	4
8.	Development Control Officer	8	6
9.	Safety & Health Officer/Senior S.H.O	8	3
10.	Electrical Engineer	5	1
11.	Trainee Teacher – Marathi	7	9
12.	Trainee Teacher – Mandarin	13	2
13.	Trainee Teacher, Rodrigues	34	24
14.	Nutritionist	2	0
15.	Nautical Surveyor	2	0
16.	Physiotherapist	7	3
17.	Education Officer – Modern Chinese	1	1
18.	Education Officer – Classical Dance	2	0
19.	Education Officer – Arabic	7	0
20.	Education Officer – Western Music	6	1
21.	Education Officer – Oriental Music	3	4
22.	Education Officer – Telegu	9	0
23.	Education Officer – Marathi	3	0
24.	Assistant Inspector (Environment)	8	1
25.	Assistant Inspector of Works - MPI	4	4
26.	Director, National Archives – MPI	3	2
27.	Petty Officer, Sea Training School	1	0
28.	Trainee Police Medical Officer	4	0
29.	Legal Metrologist	2	2
30.	Architect	12	4
31.	Quantity Surveyor	4	4
32.	Marine Engineer Surveyor	1	0
	TOTAL	230	10

Table 3.3 – Scarcity Areas

3.2 Appointment, Promotion and Retirement

For the period 1 July 2005 to 31 December 2006, the PSC considered and approved the appointment, promotion and retirement of public officers as shown in the Table 3.4 below: -

		Number
1.	Appointment	1,824
	Acting appointment	125
	Assignment of duties	510
2.	Promotion	1,073
3.	Retirement	
	on ground of age:	
	50 years	113
	45 years	14
	on abolition of office	67
	on marriage ground	56
	on medical ground	27
4.	Withdrawal of offer of appointment	67

Table 3.4 - Appointment, Promotion and Retirement

A list of appointments and promotions made in respect of Ministries and Departments is shown below:-

	Ministry/Department	Appointment	Promotion
1.	Office of the President	1	-
2.	Judiciary	24	30
3.	National Assembly	4	-
4.	National Audit Office	3	28
5.	Central Tender Board	1	-
6.	Prime Minister's Office	115	129
7.	Public Infrastructure, Land Transport and Shipping	36	40
8.	Tourism, Leisure and External Communications	30	18
9.	Finance and Economic Development	119	68
10.	Foreign Affairs, International Trade and Cooperation	4	2
11.	Environment and National Development Unit	19	8
12.	Education and Human Resources	413	360
13.	Public Utilities	11	4
14.	Local Government	3	-
15.	Agro Industry and Fisheries	52	69
16.	Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions	89	9
17.	Women's Rights, Child Development, Family Welfare and Consumer Protection	7	-
18.	Labour, Industrial Relations and Employment	42	4
19.	Health and Quality of Life	716	245
20.	Industry, Small and Medium Enterprises, Commerce and Cooperatives	5	11
21.	Arts and Culture	1	6
22.	Housing and Lands	2	22
23.	Information Technology and Telecommunications	2	2
24.	Youth and Sports	9	-
25.	Rodrigues Regional Assembly	116	18
	TOTAL	1,824	1,073

Table 3.5 – Details of Appointments and Promotions

3.3 Schemes of Service

The Commission considered and gave its agreement to Schemes of Service for 325 posts in various Ministries/Departments for the period under review as shown below:

	Ministry/Department	Number
1.	Health and Quality of Life	42
2.	Agro Industry and Fisheries	30
3.	Public Utilities	25
4.	Public Infrastructure, Land Transport & Shipping	34
5.	Rodrigues Regional Assembly	61
6.	Others	133
	TOTAL	325

Table 3.6 - Schemes of Service

3.4 Delegation of Power of Appointment

The Commission is empowered, under Section 89(2) of the Constitution, to delegate to Responsible Officers the power of appointment in various grades, mostly in the Workmen's Group, which generally require no or low academic qualifications, for example, General Worker, Handy Worker, Tradesman, Driver, Watchman. The delegation of power is granted under well defined conditions which are specified in the instruments of delegation.

Responsible Officers are also delegated the power of appointment in respect of short term employment on contract or employment on part-time or sessional basis. For example, the recruitment of part-time instructors in connection with youth and women activities is undertaken by the Ministry of Youth and Sports and the Ministry of Women's Rights, Child Development, Family Welfare and Consumer Protection respectively under delegated power. The recruitment of doctors for employment on a sessional basis is carried out by the Ministry of Health and Quality of Life and Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions. Recruitment of supply teachers by the Ministry of Education and Human Resources is also made by the respective Responsible Officers under delegated power.

As some Ministries were encountering difficulties to fill vacancies in some grades due to lack of suitably qualified candidates, the Commission delegated to the Responsible Officers the power to recruit, on contract and on non-pensionable terms, retired officers, persons who are above the normal age limit for entry in the service or persons from abroad. The delegation of power is made under specific conditions to which the Responsible Officers must strictly comply with.

Responsible Officers were granted the power of appointment in Workmen's Group for 14 grades. In other grades, delegation of power in respect of:

- (a) recruitment on contract/sessional basis (against established post); and
- (b) recruitment on contract/sessional basis (against non-established post)

was as shown in Table 3.7 and Table 3.8 respectively.

In the case of 586 officers, extension of employment on contract/sessional basis was granted.

	Ministry/Department	Grade	No. of Persons
1.	Agro Industry and Fisheries	Veterinary Officer	9
2.	Health and Quality of Life	Medical Staff	29
3.	Arts and Culture	Projectionist	1
4.	Public Infrastructure, Land Transport & Shipping	Marine Surveyor	1
	TOTAL		40

Table 3.7 – Recruitment on contract/sessional basis (against established posts)

	Ministry/Department	No. of Persons
1.	Rodrigues Regional Assembly	19
2.	Education and Human Resources	23
3.	Social Security, National Solidarity and Senior Citizens Welfare & Reform Institutions	18
4.	Public Utilities	2
	TOTAL	62

Table 3.8- Recruitment on contract/sessional basis (against non-established posts)

3.5 Discipline

3.5.1 Post declared vacant

Under regulation 43 of the Public Service Commission Regulations, the Commission declared vacant the offices held by eighty one public officers who were absent from duty without leave or who had failed to return to duty. Thirty of them concerned officers of the Ministry of Health and Quality of Life and most of them had left the country to take up employment overseas.

3.5.2 Dismissal

Three officers were dismissed from the public service following their conviction for criminal offences.

3.5.3 Retirement in the interest of the public service

Ten officers were retired in the interest of the public service as the Commission considered that they were no longer fit to remain in the public service following acts of gross misconduct/conviction for criminal offences/irregular attendance.

3.5.4 Appeal

Any person aggrieved by a decision regarding a punishment inflicted upon him may appeal to the Public Service Commission under provisions of Regulations 42 B(1)(a) and 42 B(2) as appropriate. Fifteen cases of appeal were dealt with for the period under review.

3.5.5 Interdiction

The onus to interdict officers from the exercise of the powers and functions of their office rests with the Responsible Officer and is subject to the covering authority of the Commission.

Covering authority was given for the interdiction of twenty four officers. Criminal proceedings were being instituted against twenty two of them and proceedings for dismissal against the two others.

There were eight officers who were reinstated during the period under review.

Table 3.9 shows the number of punishments inflicted by the Commission during the period 1 July 2005 to 31 December 2006.

	Punishments inflicted	No. of cases
1.	Following Conviction before Court (Regulation 36)	
	Dismissal	3
	Retirement in the interest of the public service	4
	Suspension from work	12
	Severe Reprimand	37
	Reprimand	44
2.	Following findings of Committee of Enquiry (Regulation 37)	
	Retirement in the interest of the public service	1
3.	Following disciplinary proceedings (Regulation 39)	
	Retirement in the interest of the public service	5
4.	For absence without authorization (Regulation 43)	
	Post declared vacant	81

Table 3.9 – Punishments Inflicted

3.6 Representations

The Commission received fifty five representations from public officers for the period covered. The representations related to appointment/promotion exercises, seniority and conditions of service.

3.7 Court Cases

Decisions taken by the Commission can be challenged in the Supreme Court by way of applications for judicial review.

Table 3.10 shows the position regarding cases entered during the period under review.

In one case, the Supreme Court quashed the decision of the Commission.

		Number
1.	Cases pending as at 30 June 2005	9
2.	Court cases entered	18
3.	No. of cases heard	8
4.	No. of cases set aside	2
5.	No. of cases withdrawn/struck out	2

Table 3.10 – Court Cases

3.8 Other Cases

The Commission also approved the nomination of officers for scholarships/ special courses of training which would enhance their qualifications for promotion and considered requests for transfer and reversion. Table 3.11 gives a breakdown of such cases processed during the period under review.

	Number
1. Transfers to Approved Service	1,413
Temporary Transfer	204
Extension of Temporary Transfer	96
Permanent	968
Not Approved - Permanent	145
2. Transfers Between Ministry/Department	165
Temporary Transfer	107
Extension of Temporary Transfer	23
Permanent Transfer	35
3. Reversions	46
Approved	42
Not Approved	2
Other decisions	2
4. Services Made Available	35
5. Scholarships (Training which will enhance promotion prospects)	100

Table 3.11 – Other Cases



CHAPTER FOUR
Activities of the Disciplined Forces Service Commission

4.1 Summary of Activities

Cases dealt with by the Disciplined Forces Service Commission during the period are shown in the table below:

		POLICE	PRISONS	FIRE SERVICES	TOTAL
1.	Appointment,	378	83	78	539
	Acting appointment, assignment of duties	40	194	131	365
	Termination of appointment	2	1	2	5
	Confirmation	-	138	84	222
2.	Promotion	39	70	14	123
3.	Retirement (Marriage ground/ Medical ground/Ground of Age/ ground of length of service)	58	15	6	79
4.	Transfer to approved services and between Ministries / Departments				
	Temporary	6	2	2	10
	Extension	1	-	1	2
	Permanent	4	11	3	18
5.	Scholarships/Training	8	6	-	14
6.	Schemes of Service	2	7	-	9
7.	Representations / Complaints	24	10	1	35
8.	Discipline cases –				
	Punishment Inflicted -				
	Dismissal	8	1	1	10
	Retirement in public interest	1	-	-	1
	Suspension	8	-	1	9
	Severe Reprimand	43	1	-	44
	Reprimand	26	3	1	30
	Interdiction	52	17	-	69
	Reinstatement	36	3	1	40
	Summary Dismissal (for absence without leave)	10	4	6	20
	Criminal Cases dismissed before Court	106	2	-	108
	Advice of DPP for Nolle Prosequi & No further action	81	-	-	81
	Disciplinary Proceedings under DFSC Regulation 35 & 36	18	-	2	20
	Disciplinary cases reported but outcome awaited	356	50	10	416
9.	Miscellaneous (reversion, appeal against Court judgment)	32	7	3	42

Table 4.1 - Summary of Activities

4.2 Recruitment Exercises

For the period under review recruitment exercises have been initiated for the posts indicated in Table 4.2

	Department	Post Advertised	No. of applications received
1.	Mauritius Police Force	Deputy Director General National Security Service	34
2.	Prisons Department	Prisons Officer Grade II	780
3.	Rodrigues Regional Assembly	Prisons Officer Grade II Fireman	259 162

Table 4.2 - Recruitment Exercises

4.3 Court Cases

		Number
1.	Cases pending as at 30 June 2005	9
2.	Court cases entered	1
3.	No. of cases heard	1
4.	No. of cases set aside	1
5.	No. of cases withdrawn/struck out	3

Table 4.3 – Court Cases

The background features a repeating pattern of stylized hands in various colors (purple, blue, green, yellow) reaching upwards. Overlaid on this are large, semi-transparent letters: 'P', 'S', 'C' in the upper half and 'D', 'F', 'C' in the lower half. The text is centered in a dark red, serif font.

CHAPTER FIVE
Activities in Rodrigues

5. Interviews

Interviews were held in Rodrigues by the Public Service Commission from 6 to 10 February 2006 for the filling of vacancies on the establishment of the Rodrigues Regional Assembly.

Details about the grades are given below:-

	Post	Commissions/Departments
1.	Executive Officer Rodrigues Regional Assembly	Central Administration
2.	Trainee Health Inspector	Medical and Health Services
3.	Family Welfare & Protection Officer	Women's Rights, Family Welfare and Child Development
4.	Coordinator, Human Resource Centre Rodrigues Regional Assembly	Central Administration
5.	Nutritionist	Medical and Health Services
6.	Receptionist/Telephone Operator	Central Administration
7.	School Clerk	Education Services
8.	Agricultural Trainee	Agricultural Services
9.	Community Health Care Officer	Medical and Health Services
10.	Youth Officer	Youth and Sports Division
11.	Principal Executive Officer	Central Administration
12.	Head, Catering Unit	Medical and Health Services
13.	Environment Officer	Environment Division
14.	Forest Guard	Forestry Division
15.	Social Security Officer	Social Security Division

Table 5.1 – Activities in Rodrigues

One hundred and sixty candidates were interviewed for the different posts and twenty vacancies were filled.

The background features a repeating pattern of stylized hands holding sheets of paper. The hands are rendered in a light purple color. Interspersed among the hands are large, bold letters: 'P', 'S', 'C', 'D', 'E', and 'F'. The letters 'P', 'S', and 'C' are arranged in a row at the top, while 'D', 'E', and 'F' are arranged in a row at the bottom. The overall aesthetic is clean and modern, with a focus on communication and collaboration.

CHAPTER SIX
Miscellaneous

6.1 Projects:

On-going Projects

6.1.1 Computerisation

This Office is in the process of upgrading its general office computer system. The new system will be in place by the end of 2007. The computerisation project will enhance the processing activities at all levels.

6.1.2 Construction Projects

One of the buildings presently housing the Commissions is in the process of a complete renovation. The building, which is classified as a historical one, will keep its original structure. It is expected that the renovation works would take some nine months and would be completed by November 2007. The construction of a new building will also be initiated soon in the same compound.

6.1.3 ISO Certification

The Public & Disciplined Forces Service Commissions have embarked on the ISO project with a view to enhancing the level and quality of service to their customers and ultimately to securing ISO Certification.

Projects Completed

6.1.4 Website

The Website of the Commissions was redesigned. It was launched by the President of the Republic on the occasion of the 50th Anniversary of the PSC. The website provides up-to-date information on the activities of the Commissions. The website address is psc.gov.mu.

6.1.5 Logos

Separate logos for both Commissions were also unveiled on 30 May 2005 following a public logo competition.

6.1.6 Online Applications

The P& DFSC went on line with the launching of the Government Online Centre (GOC) in May 2004. In so doing, the Commissions have enabled candidates to submit their applications electronically. Since then, an increasing number of candidates are making use of this facility.

6.1.7 Customer Charters

The Customer Charters of the P&DFSC highlight the obligations of the Commissions towards their customers. These Charters were launched on 18 September 2006 and they may be viewed on the website of the PSC.

6.2 Welfare Activities at P&DFSC

The Public Service Commission Staff Welfare Association (PSCSWA) was set up in 1993 and is affiliated to the Public Officers' Welfare Council since 1994. It has participated in many activities organised by the Council especially in football tournaments and the Civil Service Kermesse. The PSCSWA has won the first prize in the Kermesse organised by the Council on three occasions namely in 1996, 2000 and 2002 and the second prize in 2001 and 2005. A special prize was also awarded to the PSCSWA on the occasion of the 10th Anniversary of the POWC in 2002. The success of the Association is attributed to the active participation of all staff members.

The PSCSWA has one hundred members and its main source of revenue is a monthly subscription fee. Its main objective is to cater for the welfare of all its members and it is very active in organising sports, leisure and recreational activities such as indoor and outdoor game tournaments, outings, family day, mid-year lunch, culinary exhibition, donation at charitable institutions, blood donation and medical screening, children's day/end of year party and farewell parties for officers proceeding on retirement.

The Association organised/participated in the following activities during the period July 2005 to December 2006:

Civil Service Kermesse 2005 & 2006 held at Gymkhana Playground on 13 November 2005 and 29 October 2006 respectively.

A **Children's Party** was held in December 2005 – A Christmas gift was distributed to the children of members.

Donations were made to SACIM, APEIM and Children in distress.

End of Year Parties were held on 28 December 2005 at Hotel le Berjaya and on 19 December 2006 at Le Coralia Hotel.

Football Tournament – The PSCSWA Football Team participated in the Civil Service Football Tournament 2006.

Indoor Games – Members played Domino, Solitaire, Free Cells during lunch time.

Mid Year Lunch – The Association organised its Mid Year Lunch in July 2006.

Aerobics – 20 members practiced Aerobic twice weekly.

Yoga – 16 members participated in Yoga sessions from April to June 2006.

Retirement Party – The Association organised a farewell party for Mr Manilallsingh RAMDIN, Office Attendant who retired from the service in September 2006.

Concluding Note

The Commissions will constantly endeavour to meet the challenges ahead especially in this new era of reforms within the public service.

With the support of the Secretariat, the Commissions will aim at speedier civil service recruitment, appointment and promotion exercises, with due consideration being given to minimising the overall number of representations and complaints.

In this respect, the Commissions would strive to obtain the ISO certification which will be the driving factor and which will give the necessary impetus at all echelons to achieve excellence with a view to maintaining the highest standard of efficiency necessary in the public service.

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APPENDIX I

STATISTICS FOR PERIOD JULY 2003 – JUNE 2005

1. NUMBER OF RECRUITMENTS CARRIED OUT MINISTRY/DEPARTMENT- WISE

	Ministry/Department	No. of applications processed	No of vacancies filled
1.	Agriculture	2,449	61
2.	Arts & Culture	2,996	3
3.	Education	31,591	642
4.	Environment	133	13
5.	Finance	1,212	80
6.	Foreign Affairs	1,266	17
7.	Housing	329	1
8.	Industry/Cooperative	462	4
9.	Judicial	10,653	48
10.	Labour	1,314	17
11.	Local Government	118	5
12.	Information Tech & Tel	1,810	5
13.	Health & Q.L	17,753	167
14.	Public Infrastructure	4,412	29
15.	Public Utilities	318	6
16.	Civil Service	22,372	348
17.	Rodrigues Regional Assembly	3,683	87
18.	Social Security	1,422	68
19.	Tourism	904	1
20.	Women's Right	593	16
21.	Youth & Sports	242	6
	TOTAL	106,032	1,624

2. INTERVIEWS: 19,577 candidates were convened.

3. EXAMINATIONS

	POST	DATE
1.	Assistant Finance Officer	29.11.2003
2.	Trainee Teacher (General Purpose)	27.12.2003
3.	Customs & Excise Officer Clerical Officer	05.06.2004
4.	Proficiency test – Word Processing Operator	24.05.2004 -28.05.04
5.	Proficiency test – Word Processing Operator (Rodrigues)	05.06.2004
6.	Establishment Officer	11.12.2004
7.	Assistant Finance Officer Purchasing and Supply Officer Word Processing Operator (Rodrigues)	11.12.2004
8.	Executive Officer	11.06.2005

4. SCARCITY AREAS

	POST	VACANCIES	FILLED
1.	Veterinary Officer	4	1
2.	Education Officer:		
	Telugu	4	2
	Music Western	8	-
	Classical Dance	7	2
	Mandarin	3	1
	Tamil	6	1
3.	Project Officer (NDU)	4	-
4.	Physiotherapist	6	-
5.	Community Health Development Motivator	10	7
6.	Quantity Surveyor	4	2
7.	Architect	6	1
8.	Surveyor	16	3
	TOTAL	78	20

5. APPOINTMENT, PROMOTION AND RETIREMENT

	Number
1. Appointment	2,168
2. Acting appointment/assignment of duties	897
3. Promotion	1,559
4. Retirement [on marriage ground, on medical ground, on ground of age (below 55 years), on abolition of office]	433
5. Withdrawal of offer of appointment	169

6. SCHEMES OF SERVICE

Number of Schemes of Service approved: **315**

7. DELEGATION OF POWER

1. Workmen's Group : 20 grades
2. Employment on contract/sessional basis:
 - (a) against established post : 139 persons
 - (b) against non-established post : 162 persons
3. Extension of employment on contract/sessional basis : 281 officers

8. PUNISHMENTS INFLICTED

	Number
1. Regulation 31 Interdiction	29
2. Regulation 36 Dismissal Suspension from work Severe Reprimand Reprimand	10 33 47 95
3. Regulation 38 Severe Reprimand	1
4. Regulation 39 Retirement in the interest of the public service	8
5. Regulation 43 Post declared vacant	87

9. Reinstatement : 6

10. Appeals : 8

11. OTHER CASES

		Number
1. Transfers to Approved Service		675
Temporary		162
Extension of Temporary		211
Permanent		302
2. Transfers Between Ministry/Department		434
Temporary		60
Extension of Temporary		220
Permanent		153
Other decision		1
3. Reversions		51
Approved		44
Not Approved		2
Other decision		5
4. Services made available		54
Arrangements Noted		43
Extension of Arrangements Noted		11
5. Scholarships		500
6. Representations		52
7. Discipline		361

DISCIPLINED FORCES SERVICE COMMISSION**STATISTICS FOR PERIOD JULY 2003 – JUNE 2005****SUMMARY OF ACTIVITIES**

		POLICE	PRISON	FIRE SERVICES	TOTAL
1.	Appointments made (including acting appointments, assignment of duties)	49	546	209	804
	Names submitted for Appointment/ Enlistment/Studentship	904	61	18	983
	Termination of Appointment	1	2	1	4
	Extension of Probationary Period	-	3	7	10
	Temporary Appointment	-	4	1	5
	Withdrawal of offer	38	1	13	52
	Confirmation	898	144	40	1,082
2.	Promotions	673	39	30	742
3.	Retirements (Marriage ground/Medical ground/Ground of Age/ground of length of service)	93	24	3	120
4.	Transfers to approved services and between Ministries/Departments				
	Temporary	6	4	1	11
	Extension	1	5	1	7
	Permanent	4	1	7	12
	Redeployment	7	-	-	7
5.	Scholarships/Training	77	4	4	85
6.	Schemes of Service	2	3	4	9
7.	Discipline cases –				
	Punishment Inflicted by CP				
	Warning	15	-	-	15
	Severe warning	6	-	-	6
	Punishment Inflicted by DFSC				
	Reprimand	66	-	-	66
	Severe reprimand	33	-	-	33
	Suspension	8	1	-	9
	Stoppage of Increment	3	-	-	3

		POLICE	PRISON	FIRE SERVICES	TOTAL
	Discipline cases (contd) -				
	Interdiction	47	4	1	52
	Reinstatement	28	-	1	29
	Summary Dismissal (under regulations 39)	17	8	-	25
	Cases dismissed before Court	173	6	-	179
	Nolle Prosequi	3	-	-	3
	Action initiated under Regulation 35	3 (2 reinstated)	-	-	3
	Regulation 36 (1 pending)	1 (Discontinued)	-	-	1
8.	Consultation between PSC & DFSC	10	-	-	10
9.	Latest development reported by R.O's on disciplinary cases	477	48	8	533
10.	Miscellaneous (reversion, representation)	24	10	1	35

DISCIPLINED FORCES SERVICE COMMISSION
SUMMARY OF ACTIVITIES
(Period July 2003 – December 2004)

Post Advertised	Date of Advertisement	No. of applications received	Physical Measurement Test		Physical Aptitude Test		Interview		Selection	
			Date	No.	Date	No.	Date	No.	Date	No.
<u>Mauritius Police Force</u>										
(a) Police Constable (Male)	22/12/2003	8079	1/3-5/3 16/3, 13/4	3708	22/3 - 31/3/04 4/4	1751	10/5 – 28/5/04 8/6-9/6/04	1608	2/12/04	630
(b) Police Constable (Female)	22/12/2003	4079	15, 16/3/04	1961	5 – 8/4/04 12/4, 14/4	539	31/5, 1,2,8,9/6/04	333	2/12/04	112
(c) Cadet Officer	12/02/2003	1017	24/2/03 20/8/03	88 81	25/2/03 6/9/03	47 37	12,13, 20, 21/4/04 111, 12, 14/10/04	58 38	26/07/04 21/12/04	5 3
<u>Prisons Department</u>										
(a) Prisons Officer Grade II (Male)	11/03/04	2868	16- 20/8/04	1106	6 – 10/9/04	500	18/10– 19/11/04	475	7/1/05	107
(b) Prison Officer Grade II (Female)	10/03/04	1021	30 – 31/8/04	453	16/09/04	127	23/9, 3 – 5/11/04	94	23/11/04	12
<u>Fire Services Department</u>										
Fireman	15/03/04	3777	11-16/8/04, 21/9	793	10 – 15/9/04, 22/9/04	437	18 – 30/11/04 1- 8/12/04	415	24/12/04	78
TOTAL		20,841		8,190		3,438		3,021		947

* (Exercises carried out in Mauritius & Rodrigues)
Note : No such activities was undertaken during period January to June 2005.

APPENDIX II

Guidelines to assist candidates coming to PSC/DFSC for interviews

INTRODUCTION

The interview can be a decisive factor in the highly competitive selection process. It is noted that many candidates come unprepared to the interview and thereby lose their chance. The following suggestions may be useful for candidates' guidance:-

Prepare yourself carefully

You should read the Scheme of Service for the post and make sure you understand its responsibilities.

In addition, keep yourself informed about Government policy for the sector, and about the functions of the Ministry/Department within which is found the post. Such information may be available from the Ministry's website.

Resumé of your work experience

Take some care in preparing the resumé of your work experience (curriculum vitae) in your application form. This will be helpful to the Panel in orientating its questions, taking into account your relevant skills and work experience.

Starting the Interview

As a start, you will usually be asked to introduce yourself and to speak about your work experience, if any. This enables the Panel to learn about you. Be concise, but bring out any experience or skill you have acquired which are relevant to the post you have applied for.

A good start on your part can create a good first impression.

Use your time wisely

The time of the interview is the time given to you to show yourself at your best. Besides your qualifications, you will be assessed on your personality, your experience, your communication skills as well as on your general aptitude for the post. For higher posts, you will be expected to show that you have the required management and leadership skills – if you have experience, make sure that this is translated in the maturity of your thinking and in the quality of your answers.

Giving irrelevant answers and taking the wrong approach only mean that you may be wasting your opportunity.

Answering Questions

- (a) Listen attentively to the questions. Articulate your answers and give your views clearly. Giving mere satisfactory answers is not enough. The Panel will expect you to show that you can analyse problems and situations and also present your views in a logical manner.
- (b) Very often, the Panel will test your intellectual ability to ‘think out’ hypothetical problems or situations. Don’t be put off. In such cases, you should understand that the Panel is more interested to see how your mind works and how it tackles problems of a given type, rather than the answer itself. Take your time and explain calmly your reasoning step by step. Show your ‘thinking process’. This is the essence of such exercises.

Don’t forget

The selection process is highly competitive. The number of candidates usually far exceed the number of posts on offer. You have to convince the Panel that not only you are amongst the most qualified but also that you are amongst the most suitable for the post.

Communicating effectively

In an interview, communicating effectively is a very important factor. Be self-confident and express yourself freely but avoid being arrogant. Reply calmly. If you do not agree with a view, please say so and explain calmly your reasons. More often than not, this will go to your credit. On the other hand, if you do not know the exact answer to a specific question, don’t hesitate to say so. This is better than trying to beat about the bush.

Always be polite. Be yourself. Don’t show impatience. Showing grace under pressure is a good sign of character.

The Spirit of Public Service

Don’t forget that the spirit of public service remains an enduring value. Self-motivation, enthusiasm and the drive to take things forward or to change things for the better, are qualities that are always appreciated. Show your sense of commitment. Always adopt a positive approach to life-experience at large.

It is never a good thing to create the impression that you are choosing the job for strictly materialistic reasons: transport convenience, the pay packet or fringe benefits etc.

Dress neat and tidy

Finally, please dress simply but appropriately – never casually. A small detail that tells a lot about you!

Original Certificates and other supporting documents

It is absolutely important for you to bring all the documents requested for in your letter of convocation, such as original certificates, supporting documents with regard to your work experience etc. You are required to present these to the Panel, before the interview starts.

Conclusion

In conclusion, a good interview should resemble a fruitful dialogue. It is an opportunity for you to show yourself at your best, especially if you have taken the trouble to prepare for it. At the very least, this self-preparation will give you a good dose of self-confidence to start with.

APPENDIX III

List of Chairmen, Deputy Chairmen and Commissioners who served the Public and Disciplined Forces Service Commissions for the year 2000-2005.

10 October 2000 – 9 October 2003

Chairman	:	Mr Uttama BISSOONDOYAL
Deputy Chairmen	:	Mr Louis Paul BANCILLON Mr Abdool Wahab OWADALLY
PSC Commissioners	:	Mrs Sushila BALASOUPRAMANIEN Mr Laldeo KHEDAH Dr Anil Kumar PURRAN Mr Shivnundundass SUNGKER
DFSC Commissioners	:	Mr Abdul Farook DEENMAHOMED Mr Hemraz BAHORUN Mr Deywanand BHOGUN Mr France Hughes JOHNSON

10 October 2003 – 19 July 2005

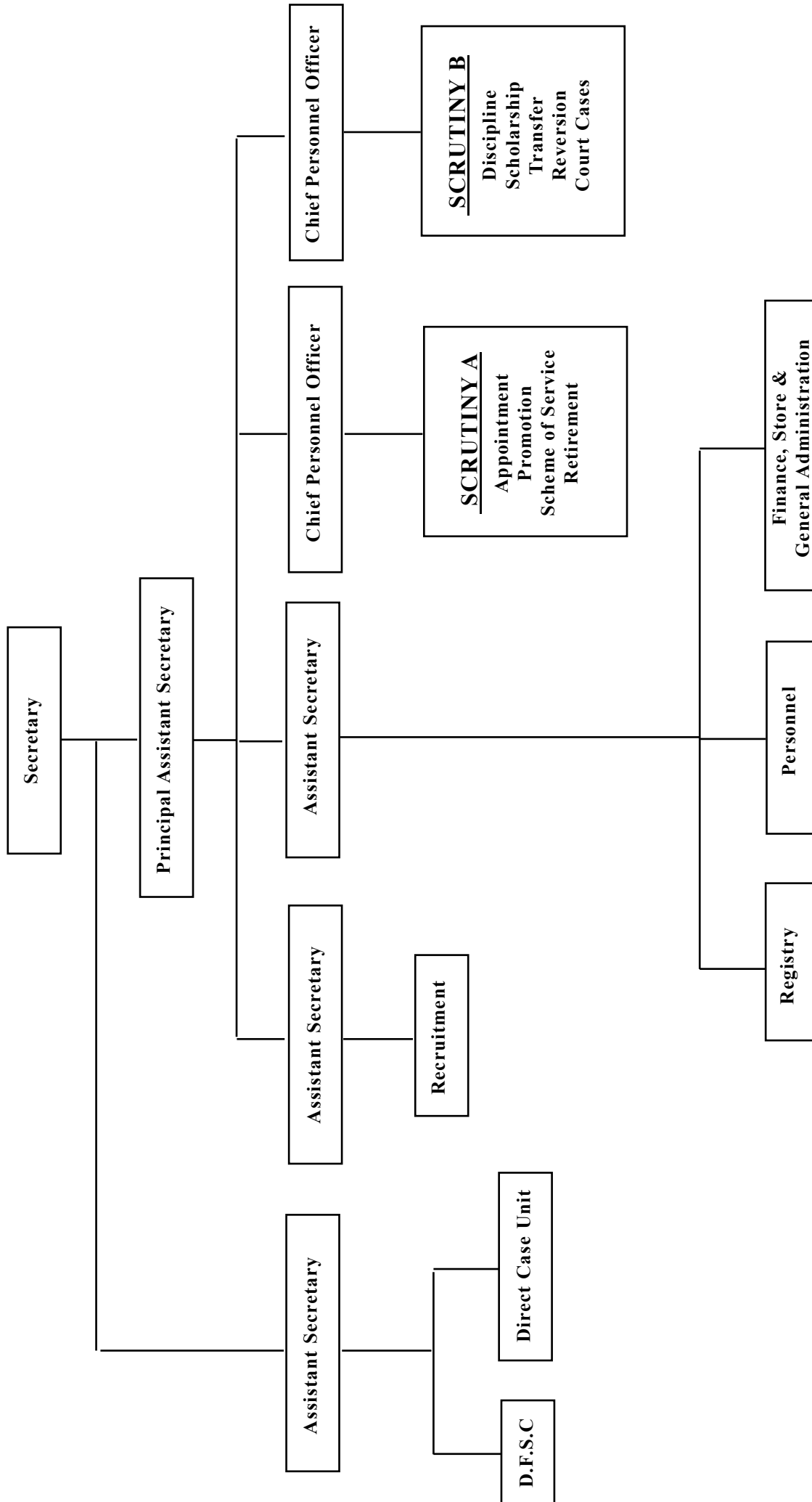
Chairman	:	Mr Loganaden RAMSAMY
Deputy Chairmen	:	Mr Louis Rivaltz QUENETTE Mr Ahad FOONDUN
PSC Commissioners	:	Mrs Sushila BALASOUPRAMANIEN Mr Laldeo KHEDAH Dr Anil Kumar PURRAN Mr Shivnundundass SUNGKER
DFSC Commissioners	:	Mr Abdul Farook DEENMAHOMED Mr Rishinand Roy DOOKHONY Mr Deywanand BHOGUN Mr France Hughes JOHNSON

The present Commission was appointed as from 1 August 2005.

APPENDIX IV

The following Officers served the Commissions as Secretary during the period 2002 – 2006.

	<i>Period</i>
1. Mr Nayen Koomar BALLAH	1 May 2002 to 31 August 2004
2. Mrs Premila ROY	1 Sept 2004 to 14 Sept 2005
3. Mr Sawminathen RAGEN	15 Sept 2005 to 10 Sept 2006
4. Mr Om Kumar DABIDIN	11 September 2005 - to date



Organisation Chart

