

**MAURITIUS PUBLIC SERVICE**

**Vacancy for Post of Audio Typist**  
**Office of the Clerk - Rodrigues Regional Assembly**

Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Audio Typist in the Office of the Clerk, Rodrigues Regional Assembly.

**II. AGE LIMIT**

Candidates, unless already in the service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

**III. QUALIFICATIONS**

Candidates should possess:-

- A.** a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or

Passes not below Grade C in 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 certificate in typewriting at a speed of at least 35 words a minute from a recognised institution; and
- C.** a certificate in Word Processing or Data Processing from a recognised institution.

**OR**

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

**NOTE 1**

In the absence of candidates possessing qualification at **B** above, consideration will be given to candidates who can type efficiently at a speed of at least 35 words a minute. They will be required to undergo a test as arranged by the Public Service Commission.

## **NOTE 2**

Candidates not possessing qualification at **C** above will also be considered provided they can show proof of being able to operate a computer and use word processing and data processing packages.

The Commission reserves the right to convene **only** the best qualified candidates for interview.

## **IV. DUTIES AND SALARY**

1. To listen to and type from audio recording, notes or minutes of debates, proceedings and meetings both in English and French.
2. To type and collate official documents.
3. To perform simple clerical duties, as and when required, to ensure speedy handling of correspondence.
4. To perform word processing and simple computer/data processing work and to operate telefax and e-mail services.
5. 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 Audio Typists in the roles ascribed to them.

### **Note**

Audio Typists may be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 10,000 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 21,400 a month plus salary compensation at approved rates.

## **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 Civil 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.
2. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at the following address: <http://psc.gov.mu>
3. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.

4. Candidates are 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 applicant.**

**VI. CLOSING DATE**

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 pm on Thursday 29 December 2011.**

**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: **16 December 2011**

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