

SCHEME OF SERVICE

POST: Clerk/Word Processing Operator

SALARY: Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 –
31765 x 425 – 33040 x 560 – 35840 x 725 – 37290 x 925 –
39140 x 970 - 45930 (MSC 8) (PRB Report 2026)

QUALIFICATIONS:

A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings; or

B. Passes not below Grade C in least five subjects including English Language, French and Mathematics or Principles of Accounts 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.

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' as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

C. A Certificate in Typewriting at a speed of at least 25 words a minute from a recognised institution.

D. A Certificate in Word Processing or Data Processing from a recognised institution.

NOTES:

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

Role and Resonsability

1. To perform duties of a clerical nature such as-
 - i. The preparation, scrutiny, processing and speedy handling of straightforward documents, records, filing. Etc.
 - ii. Registry work and
 - iii. Finance, establishment and stores work under supervision
 - iv. The drafting of replies to simple correspondence
2. To carry out research work in connection with official documents.
3. To type and collate documents from written drafts and recordings.
4. To record various kinds of dictated or other matter in shorthand and make a transcription in typewriting form.
5. To perform word processing and simple computer/data processing work and to operate telefax and email services.
6. To replace the Confidential Secretaries, as and when required.
7. To act as Secretary in committees as and when required.
8. To perform such cognate duties as may be assigned.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected form clerk/Word Processing Operator in the roles ascribed to him.

Mauritius Sports Council