

MAURITIUS INSTITUTE OF EDUCATION

Scheme of service

- Organisation** : Mauritius Institute of Education
- Post** : Clerk/ Word Processing Operator
- Salary Scale** : 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 (MIE 15 – PRB 2026)
- Effective Date** : 13 December 2022
- Qualifications** : A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principle 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 (a) in five subjects including English Language with at least Grade C in any two subjects or (b) 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 Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to **A** and **B** above acceptable to the Mauritius Institute of Education.

- C.** A certificate in Word Processing or Data Processing from a recognised institution.

- D.** A certificate in keyboarding or typewriting with a speed of a least 25 words per minute from a recognised institution.

Note 1

Candidates not possessing qualification at C above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Mauritius Institute of Education.

Note 2

Candidates not possessing qualification at D above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the Mauritius Institute of Education.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

- Duties** :
1. To type and collate official documents.
 2. To perform simple clerical duties and ensure the proper keeping of documents and softwares to ensure speedy handling of correspondence
 3. To perform word processing and computer/data processing duties and to operate telefax and e-mail services.
 4. To replace Confidential Secretaries as and when required.
 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 Clerk/Word Processing Operator in the roles ascribed to him.