

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 12 OF 2014

Vacancy for the post of Burial Ground Attendant (Roster)

Municipal Town Council of Curepipe

(Details of this advertisement are also available at <http://lgsc.gov.mu>)

Applications are invited from serving employees including part timers/relievers of the Municipal Town Council of Curepipe who wish to be considered for appointment as Burial Ground Attendant (Roster) in that Municipal Town Council.

The permanent and pensionable post carries salary in the scale of Rs 10175 x 250 - 13675 x 300 - 15475 x 350 - 17225 x 450 - 17675 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 10075, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

II QUALIFICATIONS

By selection from serving/Part Time/Relief employees of the Municipal Town Council of Curepipe.

NOTE:

Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.

III. DUTIES:

1. To perform digging and re-opening of graves daily according to specifications and instructions of the Inspectorate Staff of the Cemetery as often and as many as necessary.
2. To assist conducting of burials and back-fill graves.
3. To perform cleaning and weeding inside the cemetery and crematorium.
4. To attend work in emergency circumstances (bad weather, etc.)
5. To be responsible for maintenance of tools and Equipment.

6. To perform such other cognate duties as may be assigned.

Note: Burial Ground Attendants will be called upon to work on Sundays and Public Holidays if necessary on a roster basis or on staggered hours.

IV. MODE OF APPLICATION:

- (i) Qualified candidates should submit their applications :

- (a) **either**

on **LGSC Form 7** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from the Municipal Town Council of Curepipe

- (b) **or**

online through the website of the LGSC at **<http://lgsc.gov.mu>** or through the Government Citizen Portal at **<http://citizen.gov.mu>**

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above-mentioned address.

Note 2: Prospective candidates willing to submit their applications online may also call on weekdays either at the seat of the Local Government Service Commission from 1300 to 1500 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

Note 3: Acknowledgement of application will be made as far as possible by **e-mail**.

- (ii) Candidates should submit their applications **in duplicate**, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

- (iii) Candidates are advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the application form.

- (iv) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Burial Ground Attendant (Roster),
Municipal Town Council of Curepipe”**

V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Monday 14 July, 2014.**

IMPORTANT

- (i) Qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (iii) Applications not made on the prescribed form will be rejected.
- (iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.
- (v) The Commission reserves the right not to make any appointment following this advertisement.

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: 23 June, 2014