

Local Government Service Commission Circular Note No. 36 of 2014

Vacancy for the post of Stores Attendant

Municipal City Council of Port Louis

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

Applications are invited from serving employees of the Municipal City Council of Port Louis who wish to be considered for appointment as Stores Attendant in that Municipal City Council.

The permanent and pensionable post carries salary in the scale of Rs 9675 x 250 – 13675 x 300 – 15475 x 350 – 16525 a month.

Appointment in a temporary capacity carries salary at the flat rate of Rs 9675 a month.

2. QUALIFICATIONS:

By selection from among serving employees of the Municipal City Council of Port Louis who possess the Certificate of Primary Education.

NOTE: Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and where applicable, documentary evidence of experience claimed.

3. DUTIES:

1. To count, to weigh or measure, to classify and to issue goods, materials or other articles received.
2. To keep the stores premises clean and tidy.
3. To despatch correspondence.
4. To help unloading articles received from suppliers whenever necessary.
5. To attend deliveries of materials on site of work whenever necessary.
6. To cut cloth for uniforms material and issue same
7. To rebag and stamp cement bags
8. To compile daily transaction papers in batches.
9. To perform other cognate duties.

4. 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 City Council of Port Louis.

(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.

- (ii) Candidates are encouraged to submit their applications online.
- (iii) 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.
- (iv) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.
- (v) The envelope should be clearly marked on the top left-hand corner :-
"Post of Stores Attendant - Municipal City Council of Port Louis"

5. **CLOSING DATE**

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 3.00 p.m. on Wednesday 22 October 2014**.

IMPORTANT

- (i) Qualifications and equivalence of 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: 02 October 2014