

Local Government Service Commission Circular Note No. 24 of 2015

Vacancy for the post of Burial Ground Attendant (Roster)

Municipal City Council of Port Louis

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

Applications are invited from among serving employees including part-timers/ relievers of the Municipal City Council of Port Louis who wish to be considered for appointment as Burial Ground Attendant (Roster) in that 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 plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at a flat rate of Rs 10175 a month plus salary compensation at approved rates.

2. QUALIFICATIONS

By selection from serving /Part Time/Relief employees of the Municipal City Council of Port Louis.

3. DUTIES

- (i) 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.
- (ii) To assist conducting of burials and back-fill graves.
- (iii) To perform cleaning and weeding inside the cemetery and crematorium.
- (iv) To attend work in emergency circumstances (bad weather etc.)
- (v) To be responsible for maintenance of tools and equipment.
- (vi) 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.

4. MODE OF APPLICATION

Qualified candidates should submit their applications :

- (i) (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.govmu.org> or through the Government Citizen Portal at <http://citizen.govmu.org>

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 wishing 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 application 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 Burial Ground Attendant (Roster) – 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 **3.30 p.m on Tuesday 09 June 2015**.

6. IMPORTANT

(i) *Qualifications/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 not be considered.*

(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 : .20 May 2015