

Local Government Service Commission Circular Note No. 26 of 2015

Vacancies for the post of General Worker

Municipal Town Council of Beau Bassin/Rose Hill

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

Applications are invited from part time and relief employees of the Municipal Town Council of Beau Bassin/Rose Hill who wish to be considered for appointment as General Worker in that Municipal Council.

The permanent and pensionable post carries salary in the scale of Rs 7425x 225 – 9675 x 250 – 13675 x 300 – 15175 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 7425 a month plus salary compensation at approved rates.

2. QUALIFICATIONS:

By selection from part-time and relief employees of the Municipal Town Council of Beau Bassin/Rose Hill.

3. DUTIES:

1. To sweep and weed parks, gardens, promenade, council premises, social halls, children's playground, nurseries, traffic islands streets, public places, public squares, commercial centres, etc within the local authority.
2. To carry out any excavation work required in connection with any building, drainage work or any other work carried out by the Council (including removing, loading and carting away of excavated material).
3. To remove any material on roadsides, including loading and carting away.
4. To clear any Council land of shrubs, stones and other debris, including leveling of same.
5. To assist in fixing decoration materials on Council properties and other public roads whenever necessary.
6. To assist in the creation of tubular frames, structures, whenever required.
7. To assist in the loading and unloading of Council's vehicles whenever required.
8. To assist in moving any Council property whenever required.
9. To be responsible for opening and closing of social halls when required.
10. To clean halls and offices and municipal building including toilets (whenever required), landings, staircases, walls, venetian blinds, window panes, wash basin, corridors, etc.

11. To do cleaning, weeding, watering and planting of grass and assist gardeners in their general duties.
12. To be responsible to the officer in charge for the keeping of furniture, books, tools, sundry goods found in the social hall and premises.
13. To load trailers or fill pits designed to collect gardens' refuse, dried leaves or mowed grass.
14. To run official errands and answer calls.
15. To report damages and repairs that needs to be carried out in the sub-hall.
16. To perform any other cognate duties as may be assigned.

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 Town Council of Beau Bassin/Rose Hill.

(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.

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 13 00 to 15 00 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.

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

"Post of General Worker, Municipal Town Council of Beau Bassin/Rose Hill"

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 15 00 hours on **Monday 15 June 2015**.

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: 26 May 2015