

**Local Government Service Commission Circular Note No. 13 of 2016**

**Vacancies for the Post of Security Guard**  
**District Council of Black River**

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

Applications are invited from serving employees of the District Council of Black River who wish to be considered for appointment as **Security Guard** in that District Council.

The permanent and pensionable post carries salary in the scale of Rs 10 175 x 250 – 13 675 x 300 – 15475 x 350 – 17225 a month plus salary compensation at approved rates.

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

**2. Qualifications:**

By selection from :

- (i) PPE or casual employees of the District Council of Black River;
- (ii) persons who have been performing the duties of relief Security Guard for an aggregate period of at least two years.

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

**3. Duties:**

1. To watch District Council building and plants including gardens, parks, garage. Market etc, so as to ensure their protection against burglary, plundering or any act of vandalism;
2. To effect at the time of assuming duties a detailed inspection of the site including the checking of doors, locks, etc, and to take good notes of all equipment and materials to be watched;
3. To report to the Police and the Head of Department of any abnormal or suspicious incident, damage or theft;
4. To keep in his custody the keys of the premises while on duty, whenever necessary;

5. To secure and fasten blown away materials, or likely to be so in the course of his watch during cyclonic weather;
6. Must report at latest by 10 o'clock in the morning whether sick or not in a position to assume duty to his Head of Department;
7. To light and place danger lamp at sunset where necessary, to watch and keep same lighted throughout the night;
8. To work on a shift system/roster basis/staggered hours of 60 hours weekly; and
9. To perform any 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 any Local Authority.

(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 following address: <http://lgsc.govmu.org>

**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 hours 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 Security Guard –  
District Council of Black River”**

**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 Monday 18 April 2016.**

**IMPORTANT**

- (i) *Qualifications/equivalence of qualifications obtained after the closing date and time will not be accepted. Only qualified candidates 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: 04 April 2016.**