

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 84 OF 2017
Vacancy for the post of Cadastral Assistant
Local Government Service

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

Applications are invited from among qualified candidates who wish to be considered for appointment as Cadastral Assistant in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 31725 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 14050 a month.

II. QUALIFICATIONS:

1. By selection from candidates possessing:
 - (a) Cambridge School Certificate with credit in at least five subjects including English Language, French Language and Mathematics or Principles of Accounts obtained at not more than two sittings **or**
 - (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject **or**
 - (c) an equivalent qualification acceptable to the Local Government Service Commission.

Note 1:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

2. A Cambridge Higher School Certificate **or** Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" **or** an equivalent qualification acceptable to the Local Government Service Commission.

Note 2:

Knowledge of AutoCAD Systems is desirable.

Note 3:

- (i) The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
- (ii) Candidates should enclose photocopies of their National Identity Card, academic/professional qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.

III. DUTIES:

1. To be responsible to the Head, Land Use and Planning Department through the Cadastral Officer for:-
 - (i) preparing and updating all records including cadastre files, cards, registers, ledger sheets, etc;
 - (ii) dealing with the routine clerical and secretarial work in the Cadastre Section;
 - (iii) liaising with the Government Valuation Department;
 - (iv) carrying out surveys, as and when required, with a view to verify the accuracy of cadastre documents;
 - (v) ensuring that all immovable properties are duly assessed;
 - (vi) carrying out searches in connection with the transfer of properties at the office of the Registrar-General;
 - (vii) liaising with the Head of Income regarding outstanding matters related to unknown properties, double assessment, returned claims, etc;
 - (viii) providing assistance generally to the Cadastral Officer; and
 - (ix) registration, classification and processing of applications for Building and Land Use Permit for excision/subdivision of land/properties.
2. To use ICT in the performance of his duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their posting.

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 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 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 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.

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

**“Post of Cadastral Assistant-
Local Government Service”**

V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Thursday 21 December 2017.**

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 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:*
 - (a) *not to make any appointment following this advertisement; and*
 - (b) *to convene only the best qualified candidates for interview.*

Local Government Service Commission
Louis Pasteur Street,
FOREST SIDE

Date: 8 December 2017