

**Local Government Service Commission Circular Note No. 65 of 2017**

**Vacancy for the post of Binder**

**Municipal Town Council of Beau Bassin/Rose Hill**

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

Applications are invited from serving employees of the Municipal Town Council of Beau Bassin/Rose Hill who wish to be considered for appointment as Binder in that Council.

The permanent and pensionable post carries salary in the scale of Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750 a month.

Appointment in the grade in a temporary capacity carries salary at the flat rate of Rs 13010 a month.

**2. Qualifications:**

By selection from among employees on the Permanent and Pensionable Establishment holding the Certificate of Primary Education and

- (i) reckoning at least four years' relevant experience in printing or binding

or

- (ii) an aggregate of at least four years' training in printing or binding

**NOTE:-**

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

**3. Duties**

- 1. To bind newspapers or periodicals and rebind books or any other documents.
- 2. To print or mark letters and figures on books and binded periodicals or newspapers or any other documents.

3. To restore or repair books, periodicals and other printed materials.
4. To undertake maintenance of equipment related to bindery.
5. To make photocopies of documents as and when required.
6. 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 Binders in the roles ascribed to them according to their postings.

**Note: Binders will be required normally to work under the supervision of the Head of the Library Department/Technical Assistant (Printing).**

#### **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 Local Government Service Commission at the above-mentioned address.
  2. Prospective candidates willing to submit their application 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 Binder –  
Municipal Town Council of Beau Bassin/Rose Hill”**

**5. Closing Date**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15:00 hours on Monday 25 September 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: 12 September 2017**