

Local Government Service Commission Circular Note No. 75 of 2017

VACANCY FOR THE POST OF MECHANIC MUNICIPAL TOWN COUNCIL OF QUATRE BORNES (Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from serving Tradesman's Assistants of the Local Government Service who wish to be considered for appointment as Mechanic in the Municipal Town Council of Quatre Bornes.

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 – 23975 a month.

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

II. QUALIFICATIONS

By selection from among Tradesman's Assistants in the Local Government Service possessing the trade test in Petrol and Diesel Mechanics or hold a certificate in Petrol and Diesel Mechanics from a recognized institution, acceptable to the Local Government Service Commission.

Note 1: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

Note 2: Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and where applicable, documentary evidence of all experience claimed.

III. DUTIES

1. To carry out the necessary measurements and calculations of the trade.
2. To use and keep in good condition the tools in general use in the trade.
3. To produce simple parts involving fitting work and soldering.
4. To strip completely, overhaul and re-assemble any mechanical assembly of mechanical vehicles, hydraulic/pneumatic assembly of vehicles and equipment, hydraulic/pneumatic brakes, control valves, compactors, including valve grinding, fitting pistons and rings in all types of engines.
5. To carry out bench testing of hydraulic/pneumatic parts using appropriate gauges.
6. To carry out minor adjustments to a motor vehicle, such as brakes, clutch etc. and be able to locate and repair minor troubles.

7. To ensure proper servicing and repair of vehicles and other machines and equipment including gardening equipment viz brush cutters, lawn mowers, chainsaws etc.
8. To keep the environment and working area in good and tidy condition to ensure good safety condition while on duty.
9. To carry out the necessary checks, verifications of vehicles and prepare list of required spare parts.
10. 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 postings.

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 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 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 respective Responsible Officers, 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 Mechanic, Municipal Town Council of Quatre Bornes”

V. 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 Wednesday 29 November 2017.**

IMPORTANT

- (i) *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;*
- (b) *to convene only the best qualified candidates for interview; and*
- (c) *to fill from this selection exercise any vacancy which might occur in other Local Authorities.*

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: 16 November 2017