

Local Government Service Commission Circular Note No. 33 of 2018

Vacancy for the post of Tradesman`s Assistant (Panel Beater)

Municipal Town Council of Quatre Bornes

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

Applications are invited from among serving employees of the Local Government Service who wish to be considered for appointment as Tradesman`s Assistant (Panel Beater) in the Municipal Town Council of Quatre Bornes.

The permanent and pensionable post carries salary in the scale of Rs 11200 x 250 - 11450 x 260 - 14050 x 275 - 15150 x 300- 15750 x 325 - 17700 x 375 - 18825 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 11200 a month.

II. QUALIFICATIONS:

By selection from among serving employees of the Local Government Service who possess:

- (a) the Certificate of Primary Education; and
- (b) the National Trade Certificate (Level 3) awarded by the Mauritius Institute of Training and Development (formerly Institute of Vocational Training Board) in Panel Beating or an equivalent qualification from a recognized institution acceptable to the Local Government Service Commission.

Note 1: To be appointed as Panel Beater, the Tradesman`s Assistant will be required to pass a Trade Test.

Note 2: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

Note 3: Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications and, where applicable, relevant documentary evidence of experience claimed.

Note 4: Candidates are informed that they may be outposted to any sub office of the Local Authority.

III. DUTIES:

1. To work under the supervision of the Tradesman and assist him in the performance of his duties.
2. To be familiar with the tools of the trade and to use them to perform operations as appropriate, under the guidance of the Tradesman, so as to develop gradually the skills necessary for the trade.
3. To ensure, under the Tradesman's guidance that all tools, equipment and accessories used in the trade are kept in good working order.
4. To carry out simple repair works and other operations as may be directed by the Tradesman.
5. To be able to read and work from dimensional plans, drawings and sketches.
6. To perform such other duties directly related to the main duties listed above or related to the delivery of 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 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 Tradesman’s Assistant (Panel Beater),
Municipal Town Council of QuatreBornes”**

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 Thursday 7 June 2018**.

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:*
- (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: 25 May 2018