

## **LOCAL GOVERNMENT SERVICE COMMISSION**

### **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 qualified persons residing within the boundaries 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 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 to the grade in a temporary capacity carries salary at the flat rate of Rs 13010 a month.

## **II. AGE LIMIT**

Candidates should have reached their 18<sup>th</sup> birthday and unless already in the Local Government Service/Public Service/Approved Service should not have reached their 48<sup>th</sup> birthday by the closing date for the submission of applications.

## **III. QUALIFICATIONS:**

By selection from among candidates residing within the boundaries of the Municipal Town Council of Beau Bassin/Rose Hill who possess the Certificate of Primary Education and who reckon:

- (i) 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 experience claimed.

**3. Candidates may be requested to submit a Certificate of Character.**

**IV. 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).

**V. 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 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 already in the Local Government Service 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”**

## **VI. CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Thursday 14 December 2017**

## **IMPORTANT**

- (i) *Applicants should state their personal residential address on their application forms. Applications bearing the postal address of another person will neither be acknowledged nor taken into consideration.*
- (ii) *Qualifications and equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (iii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iv) *Applications not made on the prescribed form will not be considered.*

- (v) *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.*
- (vi) *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: 1 December 2017**

*Ap/sb*