

**LOCAL GOVERNMENT SERVICE COMMISSION**  
**VACANCIES FOR THE POST OF BURIAL GROUND ATTENDANT (ROSTER)**  
**THE MUNICIPAL TOWN COUNCIL OF CUREPIPE**

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

Applications are invited from persons residing within the boundaries of the Municipal Town Council of Curepipe who wish to be considered for appointment as Burial Ground Attendant in that Council.

The permanent and pensionable post carries salary in the scale of Rs 11710 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 20050 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 11710 a month plus salary compensation at approved rates.

**2. 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.

**3. Qualifications**

Candidates should reside within the boundaries of the Municipal Town Council of Curepipe

**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, equivalence of qualifications and relevant documentary evidence of all experience claimed.**

**NOTE 3: Candidates may be required to submit a Character Certificate.**

**4. Duties**

1. To perform digging and re-opening of graves daily according to specifications and instructions of the Inspectorate Staff of the Cemetery as often and as many as necessary.

2. To assist conducting of burials and back-fill graves.
3. To perform cleaning and weeding inside the cemetery and crematorium.
4. To attend work in emergency circumstances (bad weather, etc.)
5. To be responsible for maintenance of tools and Equipment.
6. To perform such other cognate duties as may be assigned.

*Note: Burial Ground Attendants will be called upon to work on Sundays and Public Holidays if necessary on a roster basis or on staggered hours*

5. **Mode of Application**

Qualified candidates should submit their applications :

- (i) (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 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 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 Burial Ground Attendant (Roster) -  
The Municipal Town Council of Curepipe"**

## **6. 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 Monday 05 June 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/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 : 23 May, 2017**