

**LOCAL GOVERNMENT SERVICE COMMISSION**

**Vacancies for the Post of Security Guard**  
**District Council of Black River**

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

Applications are invited from candidates residing within the boundaries of the District Council of Black River who wish to be considered for appointment as Security Guard in that District 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 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 11,710 a month.

**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**

By selection from among candidates residing within the boundaries of the District Council of Black River who possess the Certificate of Primary Education.

**Note 1: Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and, where applicable relevant documentary evidence of all experience claimed.**

**Note 2: Candidates may be required to submit a Certificate of Character.**

**4. Duties**

1. To guard Council premises, buildings, materials, vehicles, equipment and plants including gardens, parks, garage, market etc. so as to ensure their protection against fire, burglary, plundering or any act of vandalism.
2. To effect, at the time of assuming duty, a detailed inspection of the site including checking of doors, windows, gates, locks, etc. to ensure that they are properly secured and have not been tampered with and to take good note of all equipment and materials to be watched.
3. To report to the police and the Head of Department of any case of fire, theft, vandalism, damage or any abnormal or suspicious incident.
4. To enquire on whereabouts of visitors, where appropriate, and direct them.

5. To keep in his custody, the keys of the premises while on duty, whenever necessary.
6. To secure and fasten blown or blown-prone materials in the course of his watch during cyclonic weather.
7. To light and place danger lamp at sunset, where necessary, and to watch and keep same lighted throughout the night.
8. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Security Guards in the roles ascribed to them.

Note 1: Security Guards should inform his Head of Department, at latest by 10 o'clock in the morning, whether he is sick or not in position to assume duty.

Note 2: Security Guards will be required to work on a shift system/roster basis/staggered hours, covering a 24 hour service including night duty and work on Saturdays, Sundays, Public Holidays and officially declared Cyclone days.

## 5. **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 1.00 pm to 3.00 pm 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 Security Guard - District Council of Black River”**

**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 pm on Thursday 16 November 2017**.

**IMPORTANT**

- (i) Applicants should state their personal residential address on their application form. 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: 03 November 2017**