

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancy for the Post of Sub Hall Attendant (Part Time)

Moka Village Council

District Council of Moka

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

Applications are invited from persons residing within the boundaries of the **Moka Village Council** who wish to be considered for appointment as Sub Hall Attendant (Part Time) in that Village Council in the District Council of Moka.

The selected candidate will draw an allowance of Rs 7,395 a month.

2. Age Limit:

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

3. Qualifications:

Candidates should reside within the boundaries of the Moka Village Council and hold the Certificate of Primary Education or be able to show proof of being literate.

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 Character Certificate.

4. Duties:

1. The Sub Hall Attendant is directly responsible to the Chief Executive of the Council for:-
 - (a) keeping of furniture, books, tools, sundry goods etc., found in the village hall and premises;
 - (b) opening and closing of the village hall/sub hall;
 - (c) brushing, washing the hall at least once a week and sweeping the hall daily;
 - (d) being in attendance in the hall during working hours which may be fixed by the Council from time to time;

- (e) tuning on and off of the wireless set;
 - (f) cleaning and weeding of the hall premises;
 - (g) cleaning and washing of the water closet found in village hall and village hall premises;
 - (h) seeing that the hall is opened for such facilities being provided as mobile dispensary, vaccinations, mobile ante-natal clinic, payment of outdoor relief, old age pensions, family planning, sewing classes;
 - (i) discharging such other cognate duties as the Council may prescribe.
2. In cases of absences, sickness or urgent leave, the Sub Hall Attendant shall inform the Chairman and make such arrangements as directed by the latter.

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 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 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 Sub Hall Attendant (Part Time)
Moka Village Council
District Council of Moka”**

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 Thursday 28 December 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. Applications received after the closing date and time will not be accepted.
- (v) 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: 15 December 2017