

## LOCAL GOVERNMENT SERVICE COMMISSION

### Vacancies for the post of Word Processing Operator

#### Local Government Service

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

Applications are invited from qualified candidates who wish to be considered for appointment as Word Processing Operator in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 - 29400 a month.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 13790 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 40<sup>th</sup> birthday by the closing date for the submission of applications.

#### 3. Qualifications:

- A. A Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Local Government Service Commission.

#### Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Certificate in Word Processing or Data Processing from a recognized institution.
- C. A certificate in keyboarding or typewriting with a speed of at least 25 words a minute from a recognized institution.

**NOTE 1: Candidates not possessing qualification at B above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Local Government Service Commission.**

**NOTE 2: Candidates not possessing qualification at C above will also be considered provided they can type/operate keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the Local Government Service Commission.**

**NOTE 3: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**

**NOTE 4: Candidates should enclose photocopies of their National Identity Card and academic/professional qualifications and where applicable, relevant documentary evidence of experience claimed.**

**NOTE 5: Candidates may be requested to submit a Character Certificate.**

- 4. Duties :**
1. To type and collate official documents.
  2. To perform simple clerical duties, as and when required, such as:
    - (a) The preparation and processing of straight forward documents, records, etc.
    - (b) Registry work;
    - (c) Drafting replies to simple correspondence; and
    - (d) Carrying out simple research work in connection with official documents.
  3. To perform word processing and computer/data processing work and to operate telefax and e-mail services.
  4. To replace Confidential Secretaries and Senior Word Processing Operators as and when required.
  5. 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 incumbents in the roles ascribed to them according to their postings.

## 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 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 Word Processing Operator -  
Local Government Service “**

## 6. Closing Date

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 1500 hours on Wednesday 27 September 2017.**

## **IMPORTANT**

- (i) *Qualifications/equivalence of qualifications obtained after the closing date and time will not be accepted. Only qualified candidates 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; and*
  - (b) *to convene only the best qualified candidates for interview.*

**Local Government Service Commission,  
Louis Pasteur Street,  
FOREST SIDE**

**Date: 14 September 2017**