

**LOCAL GOVERNMENT SERVICE COMMISSION**  
**VACANCIES FOR THE POST OF CLERICAL OFFICER IN THE 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 **Clerical Officer** in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 14050 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 at least five subjects including English Language ,French and Mathematics or Principles of Accounts obtained at not more than two sittings,

**Or**

Passes not below grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either in (i) five subjects including English Language with at least grade C in any two subjects or (ii) in six subjects including English Language with at least grade C in any one subject ,

**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 Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Local Government Service Commission.

**C.** Candidates should be computer literate.

**Note: Qualification at A above should have been obtained prior to qualification at B above.**

Candidates should have good communication and interpersonal skills and good working attitude and should produce written evidence of experience/knowledge claimed.

**NOTE 1: Candidates should produce written evidence of experience claimed.**

**NOTE 2: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**

**NOTE 3: Candidates should enclose photocopies of their National Identity Card and academic/professional qualifications.**

**NOTE 4: Candidates may be requested to submit a Certificate of Character.**

**4. Duties:**

1. To perform duties of a clerical nature such as :
  - (a) preparation, scrutiny and processing of straightforward documents, records, etc;
  - (b) preparation of simple documents under supervision;
  - (c) processing arithmetical work;
  - (d) carrying out Registry work;
  - (e) processing simple finance, human resource and procurement and supply work under supervision;

- (f) drafting of replies or simple correspondence, usually in the type of stock form letters or printed replies sent under general instructions;
  - (g) carrying out simple data entry and updating of information in a computer system as and when required;
  - (h) operating modern office equipment such as telefax machine electronic photocopying machine, etc;
  - (i) performing word-processing and other basic ICT functions;
  - (j) carrying out simple research/site visits in connection with official documents and the preparation of simple reports; and
  - (k) keeping records regarding documents, books, magazines, etc of the Council and assisting users by providing relevant information, whenever required.
2. To guide and provide information to members of the public in the Council, as and when required.
3. 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 Local Government Service Commission 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 Local Government Service Commission 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 Clerical Officer-  
Local Government Service”**

**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 Friday 2 February 2018.**

**IMPORTANT**

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

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

**Date: 19 January 2018**