

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 122 OF 2025

VACANCY FOR THE POST OF HANDY WORKER AT THE LOCAL GOVERNMENT SERVICE COMMISSION

Applications are invited from qualified serving employees who wish to be considered for appointment as Handy Worker at the Local Government Service Commission.

The permanent and pensionable post carries salary in scale of Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 – 22225 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 13,745 a month.

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.

Note 1: In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

Note 2: The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

Note 3: Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and, where applicable, relevant documentary evidence of all experience claimed.

III. DUTIES

1. To open and close gate, control entry traffic and ensure security at the gate.
2. To keep a register of visitors and vehicles entering and leaving the premises.
3. To issue application forms to members of the public.
4. To provide general assistance to officers of the Postal Unit.
5. To open and close store premises under the supervision of an officer of the Procurement and Supply Cadre.

6. To load, unload and move stores items, furniture, equipment and other materials.
7. To attend to and direct visitors.
8. To perform the following duties, as and when required –
 - (i) to clean, among others, offices, stores, toilets, drains, gutters and maintain the physical environment at a good standard;
 - (ii) to be in attendance at the reception counter of the Commission;
 - (iii) to collect and despatch correspondence;
 - (iv) to destroy and dispose of waste materials;
 - (v) to accompany officers in government vehicles;
 - (vi) to wash curtains, household linen and kitchen utensils;
 - (vii) to clean electrical appliances;
 - (viii) to prepare tea; and
 - (ix) to perform simple gardening duties, as and when required.
9. 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 the Handy Worker in the roles ascribed to him.

IV. MODE OF APPLICATION

- (i) Application should be submitted on the prescribed form which may be obtained from the Local Government Service Commission or downloaded from the website of the Local Government Service Commission at the following address: <http://lgsc.govmu.org>
- (ii) **Applications should be submitted in duplicate as follows:**
 - a. **the original Application Form duly filled in together with copies of Birth, Marriage (where applicable) and Educational Certificates should be sent directly to the Secretary, Local Government Service Commission (Human Resource Section), Louis Pasteur Street, Forest Side within the closing date for submission of applications; and**
 - b. **the duplicate through their respective Supervising/Responsible Officer who will forward the duly completed form to the Human Resource Section of the Local Government Service Commission, Louis Pasteur Street, Forest Side within a week of the closing date.**
- (iii) Application not made on the prescribed form will not be accepted.
- (iv) Envelopes should be clearly marked on the top left-hand corner

“Post of Handy Worker - Local Government Service Commission”

- V. Head of Ministries/Departments should ensure that the contents of this Circular Note are brought to the attention of all eligible employees. In case of employees who are on leave/overseas, Heads of Ministries/Departments should ensure that copies of this Circular Note, together with the application form, are despatched to these employees on the very day on which the Circular Note reaches their respective Ministries/Departments.

VI. **CLOSING DATE**

Applications should reach the Secretary, Local Government Service Commission (Human Resource Section), Louis Pasteur Street, Forest Side not later than **15:00 hours on Monday 27 October 2025.**

IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
- (ii) Qualifications obtained after the closing date for the submission of applications, as specified in the advertisement, will not be accepted.
- (iii) Only qualified persons should apply.
- (iv) Applications **not** made on the prescribed form will **not** be considered.
- (v) Non-submission of written evidence of knowledge/experience claimed may entail elimination of the applicant.
- (vi) 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.
- (vii) 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: 07 October 2025