

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 37 OF 2019

**VACANCY FOR THE POST OF GARDENER
MUNICIPAL TOWN COUNCIL OF QUATRE BORNES
(Details of this advertisement are also available at <http://lgsc.govmu.org>)**

Applications are invited from among serving employees of the Municipal Town Council of Quatre Bornes who wish to be considered for appointment as Gardener in that Municipal Council.

The permanent and pensionable post carries salary in the scale of Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 11970 a month.

II. QUALIFICATIONS

By selection from among serving employees of the Municipal Town Council of Quatre Bornes who:-

- (a) possess the Certificate of Primary Education (*A photocopy of the Certificate of Primary Education should be submitted along with application form*); and
- (b) have proven knowledge of gardening.

Note 1: In the absence of candidates possessing the qualification at (a) above, consideration will be given to serving employees of the Council who can show proof of being literate and have proven knowledge of gardening.

Note 2: The onus for the submission of equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Tertiary 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.

Note 4: Candidates may be outposted to any sub office of the Local Authority.

III. DUTIES

1. To perform the basic operations of gardening which consist of digging, hoeing and raking of soil during the preparation of flower beds, application of fertilisers and manures, planting of seedlings for seasonal flowering, mulching, weeding and watering.
2. To maintain and upkeep gardens in an orderly and attractive manner which comprise the following:-
 - (a) a general control of common pests and diseases attacking plants by careful application of insecticides and fungicides;
 - (b) cutting of grass with scythe blades, lawn mowers, brush cutters, shears and Ride-on;
 - (c) cutting of grass vergers with bill-hooks and hedge shears;
 - (d) pruning of shrubs and trimming of hedges with hedge shears, hedge trimmers or other appropriate tools; and
 - (e) lopping of trees with forester's knife, chain saw or other appropriate tools.
3. To prepare sites for sports-grounds and children playgrounds.
4. To embellish all green spaces, recreational parks and other areas within the aegis of the Council.
5. To perform general gardening works such as preparation of plants by seeds, cutting, grafting, potting, layering and other propagation practices.
6. To perform landscaping works as and when required.
7. To perform green and floral decorations for all official functions and as and when required.
8. 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 Gardeners in the roles ascribed to them according to their postings.

IV. MODE OF APPLICATION

- (i) Qualified candidates should submit their applications:

- (a) **either**

on LGSC Form 7a which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from the Municipal Town Council of Quatre Bornes.

(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 7a) are also available on the website of the LGSC at the following address: <http://lgsc.govmu.org>.

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 p.m. to 3.00 p.m. 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 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 Gardener,
Municipal Town Council of Quatre Bornes”**

V. 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 Tuesday 21 May 2019**.

IMPORTANT

- (i) **Qualifications/equivalence of qualifications and recognition of institution 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
 - (b) to convene only the best qualified candidates for interview.

Local Government Service Commission
Louis Pasteur Street
FOREST SIDE

Date: 08 May 2019