

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 2 OF 2019
VACANCY FOR THE POST OF TRADESMAN'S ASSISTANT (WELDER)
IN THE DISTRICT COUNCIL OF MOKA

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

Applications are invited from among serving employees of the Local Government Service who wish to be considered for appointment as Tradesman's Assistant (Welder) in the District Council of Moka.

The permanent and pensionable post carries salary in the scale of Rs 11200 x 250 - 11450 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 18825 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 11,200 a month.

2. QUALIFICATIONS

By selection from among serving employees of the Local Government Service who possess:

- (a) the Certificate of Primary Education; and*
- (b) the National Trade Certificate (Level 3) awarded by the Mauritius Institute of Training and Development (formerly Institute of Vocational Training Board) in Welding or an equivalent qualification from a recognised institution acceptable to the Local Government Service Commission.*

Note 1: 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 2: Candidates are not required to enclose photocopies of their National Identity Card, Academic/Technical qualifications when submitting their application forms but these should be available and produced when convened for a Verification of Documents/Interview.

Note 3: Candidates are informed that they may be outposted to any sub office of the Local Authority.

3. DUTIES

1. To work under the supervision of the Tradesman and assist him in the performance of his duties.
2. To be familiar with the tools of the trade and to use them to perform operations as appropriate, under the guidance of the Tradesman, so as to develop gradually the skills necessary for the trade.
3. To ensure, under the Tradesman's guidance that all tools, equipment and accessories used in the trade are kept in good working order.
4. To carry out simple repair works and other operations as may be directed by the Tradesman.
5. To be able to read and work from dimensional plans, drawings and sketches.
6. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from incumbents in the roles ascribed to them according to their posting.

4. 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 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://lgsc.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 on-line 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 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 for the post being applied for, as follows:-

"Post of Tradesman's Assistant (Welder) – District Council of Moka"

5. 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 Tuesday 22 January 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;**
 - (b) **to convene only the best qualified candidates for interview; and**
 - (c) **to fill from this exercise any vacancies which might occur in other Local Authorities.**

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

Date: 8 January 2019