

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 66 OF 2023

**VACANCIES FOR THE POST OF GENERAL WORKER
DISTRICT COUNCIL OF BLACK RIVER**

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

Applications are invited from serving part-time and relief employees of the District Council of Black River who wish to be considered for appointment as General Worker in that District Council.

The permanent and pensionable post carries salary in the scale of Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 10 250 a month.

2. QUALIFICATIONS

By selection from serving part-time and relief employees of the District Council of Black River.

NOTE:

1. *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.*
- 2: *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications and, where applicable, relevant documentary evidence of all experience claimed.*
3. *Candidates are informed that they may be outposted to any sub office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

3. DUTIES

1. To sweep and weed parks, gardens, promenade, council premises, social halls, children's playground, nurseries, traffic islands streets, public places, public squares, commercial centres etc. within the local authority.
2. To carry out any excavation work required in connection with any building, drainage work or any other work carried out by the Council (including removing, loading and carting away of excavated material).

3. To remove any material on roadsides, including loading and carting away.
4. To clear any Council land of shrubs, stones and other debris, including leveling of same.
5. To assist in fixing decoration materials on Council properties and other public roads whenever necessary.
6. To assist in the creation of tubular frames, structures, whenever required.
7. To assist in the loading and unloading of Council's vehicles whenever required.
8. To assist in moving any Council property whenever required.
9. To be responsible for opening and closing of social halls when required.
10. To clean halls and offices and municipal building including toilets (*whenever required*), landings, staircases, walls, venetian blinds, window panes, wash basin, corridors, etc.
11. To do cleaning, weeding, watering and planting of grass and assist gardeners in their general duties.
12. To be responsible to the officer in charge for the keeping of furniture, books, tools, sundry goods found in the social hall and premises.
13. To load trailers or fill pits designed to collect gardens' refuse, dried leaves or mowed grass.
14. To run official errands and answer calls.
15. To report damages and repairs that need to be carried out in the sub-hall.
16. To perform such other cognate duties as may be assigned.

4. MODE OF APPLICATION

- (i) Qualified candidates should submit their applications 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 District Council of Black River.

Note: 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>.

- (ii) 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**.
- (iii) Candidates are advised to read carefully the '**NOTES AND INSTRUCTIONS TO CANDIDATES**' before filling in the application form.
- (iv) The envelope should be clearly marked on the top left-hand corner :-

**"Post of General Worker -
District Council of Black River"**

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 Thursday 29 June 2023**.

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 Local Government Service 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: 16 June 2023