

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 3 OF 2023

**VACANCIES FOR THE POST OF BURIAL GROUND ATTENDANT (ROSTER)
MUNICIPAL CITY COUNCIL OF PORT LOUIS**

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

Applications are invited from among serving/Part Time/Relief employees of the Municipal City Council of Port Louis who wish to be considered for appointment as Burial Ground Attendant (Roster) in that Municipal City Council.

The permanent and pensionable post carries salary in the scale of Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 14,475 a month.

2. QUALIFICATIONS:

By selection from serving/Part Time/Relief employees of the Municipal City Council of Port Louis.

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 perform digging and re-opening of graves daily according to specifications and instructions of the Inspectorate Staff of the Cemetery as often and as many as necessary.
2. To assist conducting of burials and back-fill graves.
3. To perform cleaning and weeding inside the cemetery and crematorium.

4. To attend work in emergency circumstances (bad weather, etc.)
5. To be responsible for maintenance of tools and Equipment.
6. To perform such other cognate duties as may be assigned.

Note:

Burial Ground Attendants will be called upon to work on Sundays and Public Holidays if necessary on a roster basis or on staggered hours.

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 Municipal City Council of Port Louis.

Note: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission 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 Burial Ground Attendant (Roster)

Municipal City Council of Port Louis”

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 15.00 hours on Thursday 19 January 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 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: 6 January 2023