

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 55 OF 2024

VACANCY FOR THE POST OF STORES ATTENDANT

MUNICIPAL TOWN COUNCIL OF CUREPIPE

(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 Curepipe who wish to be considered for appointment as Stores Attendant in that Council.

The permanent and pensionable post carries salary in the scale of Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 13975 a month.

II. QUALIFICATIONS:

By selection from among serving employees of the Local Authority possessing the Certificate in Primary Education

NOTE:

- 1. The onus for the submission of written evidence of knowledge/experience claimed, recognition of institution and equivalence of qualification (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 written evidence of knowledge/experience claimed, recognition of institution and Equivalence Certificate, as appropriate, by the closing date.*
- 2. Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications.*
- 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.*

III. DUTIES:

1. To count, to weigh or measure, to classify and to issue goods, materials or other articles received.
2. To keep the stores premises clean and tidy.
3. To despatch correspondence.
4. To help unloading articles received from suppliers whenever necessary.
5. To attend deliveries of materials on site of work whenever necessary.
6. To cut cloth for uniforms material and issue same.
7. To rebag and stamp cement bags.
8. To compile daily transaction papers in batches.
9. To perform other cognate duties.

IV. MODE OF APPLICATION:

- (i) Qualified candidates should submit their applications on **LGSC Form 7a** which may be obtained from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from the Municipal Town Council of Curepipe.

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 as follows:

**” Post of Stores Attendant -
Municipal Town Council of Curepipe”**

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 pm on Tuesday 18 June 2024**.

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: 05 June 2024