

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.64 OF 2026

**VACANCIES FOR THE POST OF WORKSHOP SUPERVISOR
LOCAL GOVERNMENT SERVICE**

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

Applications are invited from qualified officers in the grades of Foreman, Overseer and Chief Tradesman of the Local Government Service who wish to be considered for appointment as Workshop Supervisor in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 a month.

Appointment in a temporary capacity carries salary at the flat rate of Rs. 33600 a month. However, for Year 2026 the discounted flat salary would be Rs 31 ,697.

2. QUALIFICATIONS

By selection from officers in the grades of Foreman, Overseer and Chief Tradesman working in the Mechanical Workshop, reckoning at least two years' service in the grade and:

- (i) possessing at least a Certificate of Primary Education;
- (ii) holding a certificate or proof of having followed a relevant vocational course; and
- (iii) having passed the appropriate trade test conducted by a recognised institution

or

equivalent qualification acceptable to the Local Government Service Commission.

NOTE:

1. *The onus for the submission of written evidence of experience/knowledge claimed and 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 written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.*
2. *Candidates should enclose photocopies of their National Identity Card and academic/professional qualifications.*
3. *Applicants 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 assist in the day to day administration of the Mechanical workshop;
2. To ensure that appropriate records system are kept for:
 - (i) vehicles referred to Workshop;
 - (ii) repairs to be effected;
 - (iii) progress of works;
 - (iv) spare parts and materials used;
 - (v) job and time allocation for each operation; and
 - (vi) job cards, tally cards etc.
3. To ensure that vehicles of Council are duly registered, insured and have valid fitness certificates as and when required.
4. To ensure that the quality and output of work are of required standard and the works are promptly dealt with.
5. To be responsible for safekeeping, maintenance and proper use of all tools, plants and equipment in the workshop.
6. To prepare estimates of costs and to submit progress reports.
7. To ensure that, unauthorized persons/vehicles do not have access to the workshop.
8. To ensure that all workers comply to all safety measures and precautions.
9. To ensure that the garage and tools used are kept tidy and clean.
10. To report on a regular basis breakdown of equipment.
11. To supervise and train subordinate staff working under his supervision.
12. To prepare specifications for quotations/tenders for the purchase of tools, plants and equipment, major repairs which cannot be effected in the workshop.
13. To perform any 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 any Local Authority.

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 Workshop Supervisor
Local Government Service”**

5. **CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 3.00 p.m on Monday 19 October 2026**

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) *Applicants should ensure that they provide their valid mobile number as they may be called for interview by way of text message, if found eligible.*
- (iii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iv) *Applications not made on the prescribed form will not be considered.*

- (v) *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.*
- (vi) *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 selection exercise, any vacancy which might occur in the Local Authorities.*

Local Government Service Commission
Louis Pasteur Street
FOREST SIDE

Date: 06 October 2026