

LOCAL GOVERNMENT SERVICE COMMISSION

**VACANCY FOR THE POST OF WORD PROCESSING OPERATOR IN THE
LOCAL GOVERNMENT SERVICE**

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

Applications are invited from qualified candidates who wish to be considered for appointment as **Word Processing Operator** in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 16525 x 260 – 17825 x 275 - 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 - 26050 x 675 – 27400 x 825 - 34000 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 16525 a month.

2. Age Limit:

Candidates should have reached their **18th** birthday and, unless already in the Local Government Service/Public Service/Approved Service should not have reached their **45th** birthday by the closing date for the submission of applications.

3. Qualifications:

By selection from candidates possessing:

- A.** A Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Local Government Service Commission.

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B.** A Certificate in Word Processing or Data Processing from a recognized institution.

4. C. A certificate in keyboarding or typewriting with a speed of at least 25 words a minute from a recognized institution.

NOTE 1

Candidates not possessing qualification at B above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Local Government Service Commission.

NOTE 2

Candidates not possessing qualification at C above will also be considered provided they can type/ operate keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by 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 (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 may be requested to submit a Certificate of Character.*
4. *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.*

Duties:

1. To type and collate official documents.
2. To perform simple clerical duties, as and when required, such as:
 - (a) The preparation and processing of straight forward documents, records, etc.
 - (b) Registry work;
 - (c) Drafting replies to simple correspondence; and
 - (d) Carrying out simple research work in connection with official documents.

3. To perform word processing and computer/data processing work and to operate telefax and e-mail services.
4. To replace Confidential Secretaries and Senior Word Processing Operators as and when required.
5. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

Note:

Word Processing Operators who have been granted incremental credits for shorthand proficiency, may be called upon to take down shorthand notes and to transcribe them, as and when required.

5. 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.
- (ii) 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>
- (iii) Candidates already in the Local Government Service 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 :-

**“Post of Word Processing Operator-
Local Government Service”**

6. 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 Wednesday 04 January 2023.**

IMPORTANT

- (i) Qualifications and equivalence of qualifications 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: 22 December 2022