

LOCAL GOVERNMENT SERVICE COMMISSION

PUBLIC ADVERTISEMENT NUMBER 33 OF 2024

**VACANCY FOR THE POST OF BINDER
MUNICIPAL TOWN COUNCIL OF CUREPIPE**

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

Applications are invited from candidates residing within the boundaries of the Municipal Town Council of Curepipe who wish to be considered for appointment as Binder in the Municipal Town Council of Curepipe.

The permanent and pensionable post carries salary in the scale of Rs 15745 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 – 29050 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 15745 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 **48th** birthday by the closing date for the submission of applications

3. QUALIFICATIONS

By selection from among candidates residing within the boundaries of the Municipal Town Council of Curepipe who possess the Certificate of Primary Education and who reckon:

(i) at least four years' relevant experience in printing or binding;

or

(ii) an aggregate of at least four years' training in printing or binding.

NOTE:

1. *The onus for the submission of written evidence of knowledge/experience 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 knowledge/experience claimed and Equivalence Certificate, as appropriate, by the closing date.*
2. *Candidates should enclose photocopies of their National Identity Card and academic/technical/professional qualifications and proof of residential address.*
3. *Candidates may be required 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.*

4. DUTIES

- (i) To bind newspapers or periodicals and rebind books or any other documents.
- (ii) To print or mark letters and figures on books and binded periodicals or newspapers or any other documents.
- (iii) To restore or repair books, periodicals and other printed materials.
- (iv) To undertake maintenance of equipment related to y.
- (v) To make photocopies of documents as and when required.
- (vi) 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 s in the roles ascribed to them according to their postings.

Note:

Binders will be required normally to work under the supervision of the Head of the Library Department/Technical Assistant (Printing).

5. **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 and 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 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.
- (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 Binder -
Municipal Town Council of Curepipe”**

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 p.m. on Wednesday 12 June 2024**.

IMPORTANT

- (i) Applicants should state their personal residential address on their application form. Applications bearing the postal address of another person will neither be acknowledged nor taken into consideration.**
- (ii) Qualifications/equivalence of qualifications and recognition of institution obtained after the closing date will not be accepted. Only qualified persons should apply.**
- (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; and**
 - (b) to convene only the best qualified candidates for interview.****

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: 30 May 2024