

## **LOCAL GOVERNMENT SERVICE COMMISSION**

### **PUBLIC ADVERTISEMENT NO 4 OF 2026**

#### **VACANCY FOR THE POST OF CASHIER 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 **Cashier** in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 25,745 a month.

#### **2. AGE LIMIT:**

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

#### **3. QUALIFICATIONS:**

- A. By selection from among candidates possessing a Cambridge Higher School Certificate **or** Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" **or** an equivalent qualification acceptable to the Local Government Service Commission.
- B. Candidates should have at least two years' experience in accounting or cash office duties.

#### **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 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/professional/technical qualifications.*

3. *Candidates may be requested to submit a Character Certificate.*
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:**

1. To issue receipts through cash register/computer.
2. To compute for all monies received by the local Authority.
3. To be responsible for the safe custody of all monies and cheques received.
4. To balance cash register totals with amount received duly checked by the examiner.
5. To prepare bank lodgements slips for all monies received to be banked.
6. To ensure that all lodgements have been duly acknowledged by the bank's cashier through inspection of the bank book while effecting transactions at the bank.
7. To ensure that any cheques returned by the bank is reported to the Head of Finance Department.
8. To keep a handing over book in which to record the amount of money handed over to the officer responsible for the banking of money received.
9. To ensure that no part payment is made without proper authority.
10. To adopt the same procedure with respect to the handing over of cash to any other cashier, and vice-versa, after reconciling the amount in the till with cash register subtotal.
11. To fill in properly all stubs for which no claim is presented by the payer.
12. To ensure that no money is cashed in cases of recovery for which legal proceedings have already started.
13. To effect petty cash payments and to ensure that no individual payments exceeds the authorised amount.
14. 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 Cashiers in the roles ascribed to them according to their postings.

**Note:** The Cashier will work under the supervision of the Head Finance Department or any officer of the Finance Department designated by him.

## 5. **MODE OF APPLICATION**

- (i) 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 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 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: -

**“Post of Cashier – 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 21 January 2026.**

## **IMPORTANT**

- (i) *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.*
- (ii) *Qualifications/equivalence of qualifications 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: 08 January 2026