

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 28 OF 2024

**VACANCY FOR THE POST OF STORES ATTENDANT
DISTRICT COUNCIL OF GRAND PORT**

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

Applications are invited from among serving employees of the District Council of Grand Port who wish to be considered for appointment as Stores Attendant in that District 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 13,975 a month.

2. QUALIFICATIONS

By selection from among serving employees of the District Council of Grand Port possessing the Certificate in Primary Education.

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/technical/professional 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.*

3. **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 dispatch 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.

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 the District Council of Grand Port.

Note: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the LGSC 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,
District Council of Grand Port”**

5. **CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Tuesday 30 April 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 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: 17 April 2024