

# **Local Government Service Commission Circular Note No. 36 of 2010**

## **Vacancy for Post of Cadastral Assistant** **Local Government Service**

***(Details of this advertisement are also available at <http://lgsc.gov.mu>)***

Applications are invited from serving employees of the Local Government Service who wish to be considered for appointment as Cadastral Assistant in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 9 600 x 200 – 10 200 x 250 – 11 700 x 300 – 13 800 x 400 – 15 000 x 500 – 16 000 x 600 – 19 600 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 9 600 a month plus salary compensation at approved rates.

### **2. Qualifications:**

1. By selection of candidates possessing:

- a) Cambridge School Certificate with credit in at least five subjects including English Language, French Language & Mathematics or Principles of Accounts obtained at not more than two sittings or
- b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or
- c) An equivalent qualification acceptable to the Local Government Service Commission.

### **NOTE 1:**

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.

2. 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.

**NOTE 2:**

**Candidates should enclose photocopies of their academic/professional certificates, their National Identity Card and where applicable, relevant documentary evidence of experience claimed**

3. **Duties:**

1. To be responsible to the Head, Planning Department through the Cadastral Officer for:-
  - (i) preparing and updating all records including cadastre files, cards, registers, ledger sheets, etc;
  - (ii) dealing with the routine clerical and secretarial work in the Cadastre Section;
  - (iii) liaising with the Government Valuation Department;
  - (iv) carrying out surveys, as and when required, with a view to verify the accuracy of cadastre documents;
  - (v) ensuring that all immovable properties are duly assessed;
  - (vi) carrying out searches in connection with the transfer of properties at the office of the Registrar-General;
  - (vii) liaising with the Head of Income regarding outstanding matters related to unknown properties, double assessment, returned claims, etc; and
  - (viii) providing assistance generally to the Cadastral Officer.
2. To perform any other cognate duties.

#### 4. Mode of Application

(i) Qualified candidates should submit their applications:

(a) either

on LGSC Form 7 which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) or

online through the website of the LGSC at <http://lgsc.gov.mu> or through the Government Citizen Portal at <http://citizen.gov.mu>

**Note 1:** Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above-mentioned address.

**Note 2:** Prospective candidates wishing to submit their application online may also call during weekdays either at the seat of the Local Government Service Commission from 13:00 to 15:00 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

**Note 3:** Acknowledgement of application will be made as far as possible by email.

(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 :-

**“Post of Cadastral Assistant, Local Government Service”**

5. 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 20 July 2010**.

**IMPORTANT**

- (i) 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 be rejected.
- (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 not to make any appointment following this advertisement.

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

**Date: 06 July 2010**