

Local Government Service Commission Circular Note No. 7 of 2012
Post of General Worker
Black River District Council

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

Applications are invited from serving, part time and relief employees of the Black River District Council who wish to be considered for appointment as General Worker in that District Council.

The permanent and pensionable post carries salary in the scale of Rs 6,425 x 175 - 6,600 x 200 - 9, 200 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 6, 425 a month plus salary compensation at approved rates.

2. Qualifications :

By selection from serving, part-time and relief employees of the Black River District Council.

3. Duties :

1. To sweep and weed parks, gardens, promenade, Council premises, social halls, children's playground, nurseries, traffic islands streets, public places, public squares, commercial centres etc. within the local authority.
2. To carry out any excavation work required in connection with any building, drainage work or any other work carried out by the Council (including removing, loading and carting away of excavated material).
3. To remove any material on roadsides, including loading and carting away.
4. To clear any Council land and shrubs, stones and other debris, including leveling of same.
5. To assist in fixing decoration materials on Council properties and other public roads whenever necessary.
6. To assist in the creation of tubular frames, structures, whenever required.
7. To assist in the loading and unloading of Council's vehicles whenever required.
8. To assist in moving any Council property whenever required.

9. To be responsible for opening and closing of social halls when required.
10. To clean halls and offices and municipal building, including toilets (wherever required), landings, staircases, walls, venetian blinds, window panes, wash basin, corridors, etc.
11. To do cleaning, weeding, watering and planting of grass and assist gardeners in their general duties.
12. To be responsible to the officer in charge for the keeping of furniture, books, tools, sundry goods found in the social hall and premises.
13. To load trailers or fill pits designed to collect garden's refuse, dried leaves or mowed grass.
14. To run official errands and answer calls.
15. To report damages and repairs that need to be carried out in the sub-hall.
16. To perform any other cognate duties as may be assigned.

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 the Black River District Council.

(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 following address : **http://lgsc.gov.mu**

Note 2: Acknowledgement of application will be made as far as possible by e-mail

(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 General Worker - Black River District Council ”

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 15 00 hrs on Tuesday 14 February 2012.**

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: 25 January 2012