

Local Government Service Commission Circular Note No. 56 of 2011

Vacancy for Post of Technical Assistant (Printing)

Local Government Service

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

Applications are invited from among qualified serving officers of the Local Government Service who wish to be considered for appointment as Technical Assistant (Printing) in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 9 400 x 200 – 10 200 x 250 – 11 700 x 300 – 13 800 x 400 – 15 000 x 500 – 16 000 x 600 – 17 200 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 9 400 a month plus salary compensation at approved rates.

2. Qualifications:

By selection from candidates:

- (i) possessing passes in at least three subjects at the Cambridge School Certificate level or General Certificate of Education “Ordinary Level;” and
- (ii) having two years’ experience in the operation and maintenance of printing machines or related duties.

NOTE : Candidates should enclose photocopies of their National Identity Card, academic/professional qualifications and where applicable, relevant documentary evidence of experiences claimed.

3. Duties:

1. To operate the Offset/Multilith Machine and any other Machine used for the printing of official documents and correspondence.
2. To be responsible for keeping and classification of all printing works effected and to claim for the relative costs from the departments concerned at the end of every month.
3. To perform any other duties related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

4. Mode of Application

(i) 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 Local Government Service Commission 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 Local Government Service Commission 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 Technical Assistant (Printing), 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 04 October 2011**.

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: 13 September 2011