

Local Government Service Commission Circular Note No. 28 of 2009

Vacancy for Post of Binder

Municipality of Beau Bassin/Rose Hill

Applications are invited from among serving employees of the Municipality of Beau Bassin/Rose Hill who wish to be considered for appointment as **Binder** in that Council.

The permanent and pensionable post carries salary in the scale of Rs 8800 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 - 15000 a month.

Appointment in a temporary capacity carries salary at the flat rate of Rs. 8800 a month plus salary compensation at approved rates.

2. Qualifications:

By selection from among employees on the Permanent and Pensionable Establishment holding the Certificate of Primary Education; and

(i) reckoning at least four years' relevant experience in printing or binding;

or

(ii) an aggregate of at least four years' training in printing or binding.

3. Duties :

- (i) To bind newspapers or periodicals and rebind books or any other documents.
- (ii) To print or mark letters and figures on books and binded periodicals or newspapers or any other documents.
- (iii) To restore or repair books, periodicals and other printed materials;
- (iv) To undertake maintenance of equipment related to bindery.
- (v) To make photocopies of documents as and when required.
- (vi) Perform such other duties in connection with binding/printing.

Note : Binders will be required normally to work under the supervision of the Head of the Library Department/Technical Assistant(Printing)

4. Mode of Application

Qualified candidates should submit their applications :

(i) (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 Municipality of Beau Bassin/Rose Hill.

(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 willing to submit their applications online may also call at the office of the Local Government Service Commission, where online facilities are offered, free of charge from 13.00 hours to 15.00 hours on weekdays.

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 Binder, Municipality of Beau Bassin/Rose Hill”

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 **16 November 2009**.

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 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 not to make any appointment following this advertisement.

**Local Government Service Commission,
Louis Pasteur Street,
Forest Side.**

Date: 30 October 2009