

Local Government Service Commission Circular Note No. 2 of 2010

Vacancies for the post of Cadastral Officer

Local Government Service

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

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

The permanent and pensionable post carries salary in the scale of Rs 12,300 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,000 plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 12,300 a month plus salary compensation at approved rates.

2. Qualifications:

Candidates should be serving officers in the grade of Cadastral Assistant reckoning at least 4 years' service and having proven experience in surveying and draughtsmanship.

Note 1: Knowledge of Autocad Systems is desirable.

Note 2: Candidates should produce written evidence of all experience claimed.

3. Duties:

1. To be responsible to the Head of Planning Department for the smooth running of the Cadastral Section and in particular to:
 - a. Keep and update the entire Cadastre of the Town;
 - b. Liaise with the Government Valuer's Office in connection with related matters and submit regularly to the latter information regarding future taxation;

- c. Keep all related records and in particular the register of mutations and cards regarding all changes in ownership, assessment, subdivision, new buildings, extensions, demolitions, etc. affecting all properties situated within the limits of the Town;
 - d. Note on the cards of each property any new construction, together with all relevant information, i.e. distances from boundaries, number of rooms, type of buildings, etc., as well as all demolitions, new boundaries, subdivision, etc.;
 - e. Ensure that all immovable properties including new ones are duly assessed;
 - f. Keep and update the Valuation Register and enter any changes in the assessment of any property;
 - g. Carry out searches in connection with transfer of properties at the Register General's Department and make necessary entries in the Index of Properties;
 - h. Carry out minor surveys and enquiries as requested by the Head of Department; and
 - i. Attend meetings and committees including the sittings of the Valuation Tribunal whenever required.
2. 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 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 willing to submit their application online may also call on weekdays **either** at the seat of the Local Government Service Commission from 13.00 hours 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 applications will be made as far as possible by email.

(ii) Candidates should submit their application 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 :-

“Cadastral Officer, Local Government Service”

5. **Closing Date**

Qualified candidates should submit their application 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 29 January, 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 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 : 15 January, 2010