

MINISTRY OF ARTS AND CULTURE

Circular Note No. 3 of 2011

From: Permanent Secretary, Ministry of Arts and Culture

To: Head of Ministries/Departments

VACANCIES FOR THE POST OF ATTENDANT CLAC

(Centre de Lecture et d'Animation Culturelle)

Applications are invited from qualified serving employees holding a substantive appointment who wish to be considered for appointment as Attendant CLAC (Centre de Lecture et d'Animation Culturelle) in the Ministry of Arts and Culture.

II Qualifications

- A. By selection from among serving officers who hold a substantive appointment and
- (i) possess the Certificate of Primary Education; and
 - (ii) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission.
- B. Candidates should:-
- (i) possess qualities such as reliability and trustworthiness; and
 - (ii) have a positive attitude towards work and be able to get on well with people.

III Duties:

- (1) To collect the keys of the CLAC (Centre de Lecture et d'Animation Culturelle) and deposit same from/to the nearest Police Station/Police Post.
- (2) To open and close the Centre.
- (3) To maintain, clean and dust the rooms, including window panes, furniture and materials of the Centre.
- (4) To run errands for the Centre and answer telephone calls.
- (5) To keep watch over the Centre during opening hours.
- (6) To help the Officer, CLAC (Centre de Lecture and d'Animation Culturelle) in classifying materials, shelving and doing minor book repairs;
- (7) To perform such cognate duties as may be assigned.

Note:

Attendants CLAC (Centre de Lecture and d'Animation Culturelle) will be required to work at staggered hours.

IV Salary

The permanent and pensionable post carries salary in the scale of Rs 8,000 x 200 – 10,200 x 250 – 11,700 x 300 – 12,600 a month plus salary compensation at approved rates. Appointment in a temporary capacity in the grade carries a flat salary of Rs8,000 a month plus salary compensation at approved rates.

V MODE OF APPLICATION

- (i) Qualified candidates should submit their application, on the enclosed prescribed form which is also available at the Human Resource Section of the Ministry, 1st Floor, R. Seeneevassen Building, Port Louis;
- (ii) Candidates should submit their application in duplicate, the original to be sent directly to the Permanent Secretary, Ministry of Arts and Culture (Human Resource Division), 1st floor, R. Seeneevassen Building, Port Louis and the duplicate through the Supervising/Responsible Officer of their Ministry/Department who will forward it duly completed, to the Permanent Secretary, Ministry of Arts and Culture (Human Resource Division) 1st floor, R. Seeneevassen Building within a week of the closing date. The originals of birth and educational certificates should not be submitted along with applications but applicants should produce these, if and when called upon to do so.
- (iii) This circular together with the application form are available on the website of the Ministry of Arts and Culture at the following address: **<http://culture.gov.mu>**
- (iv) Envelopes should be clearly marked 'Post of Attendant CLAC' on the top left hand corner

VI CLOSING DATE OF APPLICATION

Applications should reach the Permanent Secretary, Ministry of Arts and Culture, 1st Floor, R. Seeneevassen Building, Port Louis **not later than 3.30 p.m on 16 November 2011.**

VII IMPORTANT

- (a) Qualifications obtained **after** the closing date will **not** be accepted. Only qualified persons should apply.
- (b) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (c) Applications **not** made on the prescribed form will **not** be accepted.
- (d) Applications received **after** the closing date will **not** be accepted.

Heads of Ministries/Departments should ensure that the contents of this Circular Note are brought to the attention of all eligible officers and that, in case of eligible officers who are overseas or on leave, a copy of the Circular Note together with application forms are despatched to such officers on the very day on which the Circular Note reaches their Ministry/Department.

Ministry of Arts and Culture
1st & 7th Floor, R. Seeneevassen Building
Port Louis

27 October, 2011