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MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS
CIRCULAR NOTE NO. 5 of 2003

Employment on Office Attendant Duties
Ministry of Civil Service Affairs and Administrative Reforms

Applications are invited from qualified officers who wish to be considered for employment on Office Attendant Duties in the Ministry of Civil Service Affairs and Administrative Reforms.

QUALIFICATIONS

By selection from General Field and Office/Premises Workers on the permanent and pensionable establishment who:-

- (i) possess the Certificate of Primary Education; and
- (ii) reckon at least seven years' service in a substantive capacity in the grade.

Candidates should possess qualities such as reliability and trustworthiness:

Note:

Consideration will also be given to General Field and Office/Premises Workers on the permanent and pensionable establishment who have performed/are performing the duties of the post although they may not possess the qualification at (i) above, provided they can show proof of being literate.

DUTIES AND SALARY

1. To open and close offices.
2. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files and documents.
3. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
4. To clean premises and to maintain the physical environment at a good standard.
5. To operate a telephone switchboard/PABX console.
6. To operate simple office equipment such as duplicating machines, photocopying machines, etc.
7. To answer calls or bells.
8. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 4,110 x 105 – 4,215 x 110 - 4,875 x 125 – 5,375 x 150 – 6,125 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 4,110 a month plus salary compensation at the approved rate.

MODE OF APPLICATION

- (1) Qualified candidates should submit their applications on PSC Form 7 which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service Affairs and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Island Chief Executive's Office, Rodrigues **or** from the Offices of the Mauritius High Commissions/Embassies overseas.
- (2) Candidates should submit one copy of the application direct to the Secretary for Public Service Affairs, Ministry of Civil Service Affairs and Administrative Reforms and the second copy to the Head of the Ministry/Department who will forward it under cover of a letter on the same lines as PSC Form 22 to the Secretary for Public Service Affairs, Ministry of Civil Service Affairs and Administrative Reforms, within a week after the closing date.
- (3) Candidates are advised to read carefully the "**NOTES AND INSTRUCTIONS TO CANDIDATES**" before filling in the application form.

CLOSING DATE OF APPLICATION

Applications should reach the Secretary for Public Service Affairs, Ministry of Civil Service Affairs and Administrative Reforms, 6th Floor, New Government Centre, Port Louis **not later than 3.30 p.m on Wednesday 26 March 2003.**

IMPORTANT

Heads of Ministries/Departments should ensure that the contents of the Ministry of Civil Service Affairs and Administrative Reforms Circular Note No. 5 of 2003 are brought to the attention of **all** eligible officers. In the case of officers who are overseas or on leave, a copy of the Circular Note together with application forms should be despatched to them on the very day on which the Circular Note is issued.

**Ministry of Civil Service Affairs
and Administrative Reforms,
6th Floor, New Government Centre,
PORT LOUIS.**

Date: **05 March, 2003**