

GOVERNMENT OF MAURITIUS

MY REF: E/364/6/09

Date: **23 May 2024**

YOUR REF:

From: **Secretary for Public Service**

To : **Supervising Officers in charge of Ministries/Departments**

SUBJECT: Vacancy for Post of Handy Worker in the Ministry of Public Service, Administrative and Institutional Reforms

Please find enclosed, copy of this Ministry's Circular Note No. 16 of 2024 inviting applications from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Handy Worker in the Ministry of Public Service, Administrative and Institutional Reforms.

2. It would be appreciated if the contents of the above circular could be brought to the attention of all eligible employees serving in your Ministry/Department and that, in case of employees who are overseas or on leave, a copy of the Circular together with Application Form are despatched to them on the very day on which the Circular is issued.



N. Jhottee
for Secretary for Public Service

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL
REFORMS**
CIRCULAR NOTE NO. 16 OF 2024

**Vacancy for the Post of Handy Worker in the
Ministry of Public Service, Administrative and Institutional Reforms**

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Handy Worker in the Ministry of Public Service, Administrative and Institutional Reforms.

II. QUALIFICATIONS

Candidates should possess the Certificate of Primary Education.

NOTE

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

III. DUTIES

1. To clean, among others, offices, stores, drains, gutters and maintain the physical environment at a good standard.
2. To load, unload and move stores items, furniture, equipment and other materials.
3. To attend to visitors.
4. To collect keys and deposit same from/to Police Station/Police Post.
5. To destroy and dispose of waste materials.
6. To accompany officers in government vehicles, as and when required.
7. To open and close gate, and control entry traffic, as and when required.
8. To keep a register for recording the date, number of vehicles/persons entering the premises, purpose of visit, time of entry and exit.
9. To clean electrical appliances.

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10. To perform simple gardening duties, as and when required.
11. To perform any such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Handy Worker in the roles ascribed to him.

IV. SALARY

The permanent and pensionable post of Handy Worker carries salary in the scale of Rs13,745 x 230 – 13,975 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 - 19,525 x 325 – 21,475 x 375 – 22,225 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs13,745 a month plus salary compensation at approved rates. However, in case the candidate is drawing more than Rs13,745 a month, he will retain the salary of his substantive post.

V. MODE OF APPLICATION

1. Qualified candidates should submit their applications, **in duplicate**, on the prescribed Application Form as follows –
 - (a) Section A of the original to be filled in by the candidates and the form to be sent directly to the Secretary for Public Service, Ministry of Public Service, Administrative and Institutional Reforms, Human Resource Management Section, 8th Floor, SICOM Building 2, Corner Chevreau & Reverend Jean Lebrun Streets, Port Louis; and
 - (b) the **duplicate** through their respective Supervising/Responsible Officer-in-Charge who will forward it, duly completed and under cover of a letter, to the Secretary for Public Service.

Note:

- (i) The completed form should contain full details regarding the applicant's previous experience and any other factors which would qualify him to carry out the duties of the post.
- (ii) This Circular as well as the Application Form are available on the website of the Ministry of Public Service, Administrative and Institutional Reforms at **<https://civilservice.govmu.org>**.

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2. A photocopy of birth and educational certificates should be submitted together with the Application Forms but applicants should produce the original if and when called upon to do so.
3. Incomplete, inadequate or inaccurate information provided in the Application Form may be subject to the elimination of candidates from the competition. (Note: It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment).
4. **Applications received after the specified closing date and time will not be considered.** The onus for the prompt submission of applications, so that they reach the Secretary for Public Service, 8th Floor, SICOM Building 2, Corner Chevreau & Reverend Jean Lebrun Streets, Port Louis within the time frame, lies solely on the applicants.
5. Applications **not made on the prescribed form** will not be considered.
6. Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted.
7. Non-submission of written evidence of knowledge/experience claimed may entail the elimination of the applicant.
8. Only qualified persons should apply.
9. Only the best qualified candidates will be called for interview.
10. The Ministry reserves the right not to make any appointment following this advertisement.

VI. **CLOSING DATE**

Applications should reach the Ministry of Public Service, Administrative and Institutional Reforms, Human Resource Management Section, 8th Floor, SICOM Building 2, Corner Chevreau & Reverend Jean Lebrun Streets, Port Louis **not later than 15.00 hours (local time) on 12 June 2024.**

VII. **IMPORTANT**

Supervising Officers in charge of Ministries/Departments should ensure that the contents of the Ministry of Public Service, Administrative and Institutional Reforms Circular Note No. 16 of 2024 are brought to the attention of all eligible

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officers and that, in the case of eligible employees who are overseas or on leave, a copy of this Circular Note together with Application Form should be despatched to these employees on the very day on which this Circular Note is issued.

**Ministry of Public Service, Administrative
and Institutional Reforms,
SICOM Building 2,
Corner Chevreau and Rev. Jean Lebrun Streets
Port Louis**

Date: 23 May 2024

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND
INSTITUTIONAL REFORMS**

APPLICATION FORM FOR THE POST OF HANDY WORKER

SECTION A (To be filled in by Applicant)

1. Title: Mr Mrs Miss Ms
(Please tick as appropriate)
2. Surname:
(In block letters)
3. Other Names:
4. Marital Status: Married Single Other:
(Please tick as appropriate)
5. Maiden Name:
(If applicable)
6. Date of Birth: Age:
7. National Identity Card No:
8. Residential Address (in block letters):
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9. Phone No: Office: Home: Mobile:
10. Date Joined Service:
11. Date of First Appointment:
12. Date Transferred to PPE/Confirmation:
13. Present Post/Appointment/Employment Held:
(Whether temporary/substantive)
14. Date of Present Appointment/Employment:
15. Posting: (i) Present Ministry/Department:
 (ii) Place of work:
16. Present Basic Salary (per month): Rs

17. Previous Appointment/Employment held in the Government Service

Post Held	From	To	Ministry/Department

18. Educational Qualification (*Please attach photocopies of certificate/s, specify Year*)

(i) Results of Certificate of Primary Education:

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(ii) Other:

19. Experience relevant to the post applied for (*Please attach documentary evidence*):

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20. Have you been on leave without pay while in government during last five years?

(*Please tick as appropriate*) Yes No

If yes, please provide the period and purpose of leave without pay:

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21. Have you been subject of a disciplinary action during the last ten years?

(*Please tick as appropriate*) Yes No

If yes, indicate nature of offence and date of outcome.

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22. Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last ten years?

(Please tick as appropriate) Yes No

If yes, please provide details.

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DECLARATION

I,, the undersigned applicant, declare that the particulars in this application are true and correct.

Date: **Signature of Applicant:**

SECTION B (To be filled in by Ministry/Department concerned)

1. I certify that the particulars given in Section A have been verified and found correct except for the following items:

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2. Does the Applicant reckon experience of the duties applied for?

If yes, please provide details.

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3. Has the Applicant been subject to disciplinary action during the last ten years or subject to any prosecution before the Court of Law for any offence? If yes, please provide details.

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4. Report on the work, conduct and attendance of the Applicant:

(i) Work:

(ii) Conduct:

(iii) Attendance:

5. Statement of Sick Leave, Unauthorised Absences and Leave on No Pay taken by the Applicant:

Year	Sick Leave Taken	Unauthorised Absences	Leave on No Pay
2021			
2022			
2023			
2024 to date			

Signature:

Name (in full):

Post Held:

Phone Number:

*Stamp of
Ministry/Department*

Date: