



04 March 2026

**Ministry of Public Service and Administrative Reforms**

**Circular Letter No. 12 of 2026**

**E/152/50/05 TF1**

**From: Secretary for Public Service**

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

**Expression of Interest for  
Posting of Office Management Assistants and Management Support Officers on Secondment  
to National Agency for Drug Control**

Applications are invited from Office Management Assistants and Management Support Officers holding a substantive appointment in their respective grades and who wish to be seconded to the National Agency for Drug Control (NADC) falling under the aegis of the Prime Minister's Office for an initial period of one year. Over and above salary drawn in their present post, selected candidates will be paid a monthly *ad hoc* allowance as follows: -

- (i) Office Management Assistant - Rs 7000
- (ii) Management Support Officer - Rs 5000

**II MODE OF APPLICATION**

1. Interested candidates should submit their applications on the enclosed Application Form which should be sent through their Supervising Officer to the Secretary for Public Service, Ministry of Public Service and Administrative Reforms, 7<sup>th</sup> Floor, SICOM Building 2, Corner Chevreau and Reverend Jean Lebrun Streets, Port Louis.
2. This Circular Letter together with the Application Form are available on the website of the Ministry of Public Service and Administrative Reforms at <https://civilservice.govmu.org>.
3. Candidates are requested to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

**III CLOSING DATE**

Applications should reach the **Secretary for Public Service, Ministry of Public Service and Administrative Reforms, 7<sup>th</sup> Floor, SICOM Building 2, Corner Chevreau and Reverend Jean Lebrun Streets, Port Louis not later than 15.00 hours (local time) on Tuesday 17 March 2026.** Application Forms received **after the specified closing date and time** will **not** be considered. **You are requested to bring the contents of this Circular Letter to the attention of all officers concerned, including those who are on leave locally or overseas.**

**Dr D. Kawol**  
Secretary for Public Service

**MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS**

**APPLICATION FORM**

**Secondment of Office Management Assistant/Management Support Officer  
to the National Agency for Drug Control (NADC) falling under the aegis of the  
Prime Minister's Office for an initial period of one year**

**Part I**

1. Title:  
(Mr/Mrs/Miss).....
2. Surname: .....  
(Block Letters)
3. Other names in full: .....
4. Maiden Name (if applicable):.....
5. Home Address: .....  
.....
6. Post Held:.....
7. Date of Present Appointment: .....
8. NIC:.....
9. Date of Birth:..... Age: .....
10. Phone No: Office..... Mobile:.....  
Email Add: .....
11. Present Posting (Ministry/Department) :.....
12. Present Section/Units posted:
  - (i) .....
  - (ii) .....
  - (iii) .....
  - (iv) .....
  - (v) .....
  - (vi) .....

Date:.....

Signature of Applicant:.....

**Part II**

**TO BE FILLED IN BY OFFICER RESPONSIBLE FOR HUMAN RESOURCE SECTION**

(i) Ad hoc Report

Work: .....

Conduct: .....

Attendance: .....

(ii) Has applicant been subject to any disciplinary action: Yes  No

If yes, please give details.

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(iii) particulars under Part I have been verified and are certified correct.

**Date:** .....

**Signature:** .....  
(Officer-in-Charge, HR Section)

**Name:** .....

**Designation:** .....

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**Part III**

**To be filled by Supervising Officer/Head of Department**

**Date:** .....

**Signature:** .....

**Name:** .....  
(Head of Ministry/Department)

**Ministry/Department:**.....

**Stamp of Ministry/Department**

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