

GOVERNMENT OF MAURITIUS

Date: 11 July 2019

MY REF: E/364/6/02 V24

YOUR REF:

From: Secretary for Public Service

To: Supervising Officer-in-Charge of Ministries/Departments

SUBJECT: Vacancies for the Post of Office Auxiliary/ Senior Office Auxiliary in the Ministry of Civil Service and Administrative Reforms

Please find enclosed, copy of this Ministry's Circular Note No.28 of 2019 inviting applications from qualified serving employees, who wish to be considered for appointment as Office Auxiliary/ Senior Office Auxiliary in the Ministry of Civil Service and Administrative Reforms.

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

I.M. Oree (Mrs)
for Secretary for Public Service

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
CIRCULAR NOTE NO. 28 OF 2019

Vacancies for Post of Office Auxiliary/Senior Office Auxiliary
Ministry of Civil Service and Administrative Reforms

Applications are invited from qualified serving employees who wish to be considered for appointment as Office Auxiliary/Senior Office Auxiliary in the Ministry of Civil Service and Administrative Reforms.

II. QUALIFICATIONS

- A. By selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) be able to communicate in English and French;
 - (ii) possess qualities such as reliability and trustworthiness;
 - (iii) possess communication and interpersonal skills; and
 - (iv) have the ability to work in a team.

NOTE

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. DUTIES AND SALARY

1. To assist the Head Office Auxiliary in the performance of his duties.
2. To plan, organise, supervise and control the work of employees under his responsibility where no Head Office Auxiliary is posted and to report to his immediate supervisor any problem or difficulty noted.
3. To collect keys and deposit same from/to Police Station/Police Post.
4. To open and close offices.
5. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.

6. To usher in/guide visitors and maintain a record of such visits, if so required.
7. To clean premises and to maintain the physical environment at a good standard.
8. To ensure that all switches/lights are turned off before leaving office.
9. To operate a telephone switchboard/PABX console, as and when required.
10. To operate office equipment such as duplicating, photocopying and fax machines.
11. To attend to calls.
12. To be in attendance at the reception counter of a Ministry/Department, as and when required.
13. To assist in the arrangement of furniture and equipment within office premises.
14. To perform simple binding duties.
15. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Office Auxiliary/Senior Office Auxiliary in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 11,970 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,475 a month.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed form available at the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary for Public Service, Ministry of Civil Service and Administrative Reforms and the duplicate through the Head of Ministry/Department who will forward it under cover of a letter on the same line as PSC Form 22 to the Secretary for Public Service, Ministry of Civil Service and Administrative Reforms, within a week after the closing date.
3. This Circular together with the Application Form are available on the website of the Ministry of Civil Service and Administrative Reforms at **<http://civilservice.govmu.org>**

V. **CLOSING DATE**

Applications should reach the Secretary for Public Service, Ministry of Civil Service and Administrative Reforms, SICOM Building 2, Corner Chevreau and Reverand Jean Lebrun Streets, Port Louis **not later than 3.00 p.m. (local time) on Wednesday 31 July 2019.** Applications Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

Head of Ministries/Departments should ensure that the contents of the Ministry of Civil Service and Administrative Reforms Circular Note No. 28 of 2019 are brought to the attention of all eligible officers and that, in the case of officers who are overseas or on leave, a copy of the Circular Note together with Application Form are despatched to such officers on the very day on which the Circular Note is issued. These officers should also be informed of the **Fax Number: 212 4160** of the Ministry of Civil Service and Administrative Reforms.

Date: 11 July 2019

Ministry of Civil Service and
Administrative Reforms,
SICOM Building 2,
Corner Chevreau and
Rev. Jean Lebrun Streets,
PORT LOUIS.

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
7th Floor, Sicom Building 2, Cnr Chevreau & Rev Jean Lebrun St, Port Louis

APPLICATION FORM
Post of Office Auxiliary/Senior Office Auxiliary

PART A

1. Surname:
(in block letters)
- Other Names:
(in block letters)
- Maiden Name (if applicable).....
- Title: Mr. Mrs. Miss Ms (Tick as appropriate)
2. Date of Birth: Age:
3. National Identity Card No:

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4. Residential Address:
(in block letters)
- Phone No. Office: Home: Mobile:
5. Date joined Government Service:
6. Date transferred to the Permanent and Pensionable Establishment (PPE) and in which grade:-
Date: Grade:
7. (i) Present Post Held:
(ii) Whether in a temporary/substantive capacity:
8. Date of appointment to present grade/post:-
Date: Grade:
9. Present Posting (Ministry/Department):
10. Present Salary (Basic) Rs:.....

11. Previous appointment held in Government Service (in other grades)

Grade	Period		Ministry/Department	Date of Appointment
	From	To		

12. QUALIFICATIONS

Cambridge School Certificate

General Certificate of Education "Ordinary Level"

Year

Year

	Subject	Grade	Subject	Grade
1
2
3
4
5
6
7
8

13. Any other Qualifications:

14. Experience relevant to the post of Office Auxiliary/Senior Office Auxiliary:

.....
(documentary evidence of experience claimed to be enclosed)

15. (a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Answer Yes or No..... If yes, indicate nature of offence and date of outcome.

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(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?

Answer Yes or No..... If yes, give details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge):-

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16. Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever?

Answer Yes or No..... If yes, give details:-

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17. IMPORTANT - PLEASE READ THE ADVERTISEMENT CAREFULLY:

Incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration. 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.

DECLARATION

I,, the undersigned applicant, declare that the particulars in this application are true and accurate and that I have not wilfully suppressed any material fact.

Date:

.....
(Signature of Applicant)

FOR OFFICIAL USE

TO BE COMPLETED BY HR SECTION

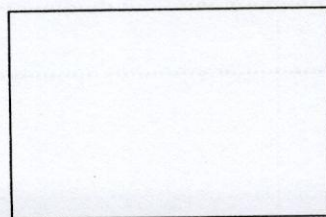
I,, hereby certify that the particulars given at PART A have been verified and found to be correct.

Date:

Signature:

Designation:

Official Seal



PART B

TO BE COMPLETED BY SUPERVISING OFFICER/A DELEGATED OFFICER
(not below the rank of Human Resource Executive)

- (a) Has the applicant ever performed the duties of Office Auxiliary/Senior Office Auxiliary? Yes/No
If yes, please give details with dates.

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- (b) Has applicant been the subject to disciplinary action under PSC Regulations, during the last ten years? Yes/No
If yes, please give details including punishment inflicted.

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- (c) State whether the applicant is proceeding on leave prior to retirement or is about to retire from the service.

- (d) State whether the applicant is on leave without pay/proceeding on leave without pay.

- (e) Report on work, conduct and attendance of applicant:

(i) Work:

(ii) Conduct:

(iii) Attendance:

- (f) **Report on Competencies**

- (i) Ability to communicate in English and French:

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- (ii) Possess qualities such as reliability and trustworthiness:

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(iii) Possess communication and interpersonal skills:

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(iv) Ability to work in a team:

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Statement of Leave Taken

YEAR	SICK LEAVE		NUMBER OF LEAVE WITHOUT PAY	NUMBER OF UNAUTHORISED ABSENCES
	Period	No of days		
2016				
2017				
2018				
2019 to date				

Date:

Signature:

Name:

Rank:

Official Seal

