

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
CIRCULAR LETTER NO. 4 OF 2017

Vacancy for the Post of Stores Attendant
Ministry of Civil Service and Administrative Reforms

Applications are invited from among serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Stores Attendant.

- II. Qualifications:** By selection from among serving employees on the permanent and pensionable establishment who-
- (i) possess the Certificate of Primary Education; and
 - (ii) have a good knowledge of stores duties and are familiar with common items of stores.

NOTE

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

- III. Duties and Salary:**
1. To be responsible to the officer in charge of stores for-
 - (i) opening and closing of stores apertures as required;
 - (ii) cleaning the stores premises;
 - (iii) collecting, loading, unloading and conveying stores items;
 - (iv) opening packages, crates and cases;
 - (v) handling all stores items as required;
 - (vi) removing all packing materials and empty crates to appropriate places for their eventual disposal;
 - (vii) packing stores items as required;
 - (viii) collecting and despatching stores correspondence, as required;

- (ix) placing and arranging items of stores on shelves and maintaining them clean and in order; and
 - (x) assisting in any work relating to inventories and surveys
2. 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 Stores Attendant in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale Rs 11,200 X 250 – 11,450 X 260 – 14,050 X 275 – 15,150 X 300 – 15,750 X 325 – 17,700 X 375 – 19,200.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 11,200 a month. However, in case candidates are drawing more than Rs 11,200, they will retain the salary of their substantive post.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed Application 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 Senior Chief Executive, Ministry of Civil Service and Administrative Reforms and the **duplicate** through the Head of the Ministry/Department who will forward it under cover of a letter on the same line as PSC Form 22 to the Senior Chief Executive, 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 Senior Chief Executive, Ministry of Civil Service and Administrative Reforms SICOM Building 2, Cnr Chevreau & Rev. Jean Lebrun Streets, Port Louis, **not later than 3.00 p.m. on 06 February 2017.**

IMPORTANT

Heads of Ministries/Departments should ensure that the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter No. 4 of 2017 are brought to the attention of all eligible officers and that, in case of officers who are overseas or on leave, a copy of the Circular Letter together with application forms are dispatched to such officers on the very day on which the Circular Letter is issued. These officers should also be informed of the following Fax Number of the Ministry of Civil Service and Administrative Reforms: +230-212 4160.

**Ministry of Civil Service and Administrative Reforms
9th Floor, SICOM Building 2
Cnr Chevreau & Rev. Jean Lebrun Streets,
Port Louis**

Date: 17 January 2017