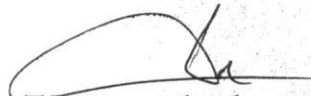


**GOVERNMENT OF MAURITIUS****MY REF: E/364/6/02 V19****Date: 16 June 2017****YOUR REF:****From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms****To: Supervising Officer-in-Charge of Ministries/Departments****SUBJECT: Vacancies for the Post of Office Auxiliary/Senior Office Auxiliary in the Ministry of Civil Service and Administrative Reforms**

Please find enclosed, copy of this Ministry's Circular Note. 17 of 2017 inviting applications from qualified serving employees, who wish to be considered for appointment as Office Auxiliary/Senior Auxiliary in the Ministry of Civil Service and Administrative Reforms.

2. It would be appreciated if the contents 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 Forms are dispatched to them on the very day on which the Circular Note is issued.



**N. Tiroumalechetty (Mrs)**  
for Senior Chief Executive

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS**  
**CIRCULAR NOTE NO. 17 OF 2017**

**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.

Selected candidates will be appointed in a temporary capacity for a period of six months in the first instance and will be considered for appointment in a substantive capacity provided they are favourably reported upon.

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 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 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, Corner Chevreau and Reverand Jean Lebrun Streets, Port Louis, **not later than 3.00 p.m. on Thursday 06 July 2017.**

#### **IMPORTANT**

Head of Ministries/Departments should ensure that the contents of the MCSAR Circular Note No. 17 of 2017 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 Forms 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: 16 June 2017**

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**  
**7<sup>th</sup>Floor, Sicom Building 2, CrnChevreau & 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).....

2. Title: Mr.  Mrs.  Miss  Ms  (Tick as appropriate)

3. National Identity No.: .....

4. Residential Address: .....  
 (in block letters)

5. Present Employment in the Service

(i) Post Held: .....

(ii) Whether temporary/substantive: .....

6. Date joined service: .....

7. Date of Temporary appointment/Casual employment..... Grade: .....

8. Date transferred on PPE/substantive appointment: .....

9. Date of Confirmation (if applicable):.....

10. Present Salary (basic):.....

11. Present Posting (Ministry/Department):.....

12. Previous employment in the Government Service (in other grades)

Grade	Period		Ministry/Department
	From	To	

13. QUALIFICATIONS

Cambridge School Certificate

General Certificate of Education "Ordinary Level"

Year .....

Year .....

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

14. Other Qualifications: .....

15. Experience: .....  
*(documentary evidence of experience claimed to be enclosed)*

Phone No. Home:..... Office:..... Mobile:.....

I certify that the particulars given above are correct to the best of my knowledge.

Date: .....  
 .....  
 (Signature of Applicant)

**FOR OFFICIAL USE**

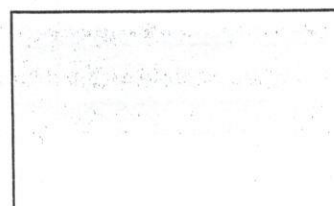
TO BE COMPLETED BY HR SECTION

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

COPY TO BE COMPLETED BY SUPERVISING OFFICER/A DELEGATED OFFICER  
(not below the grade 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.

.....  
.....  
.....

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

.....  
.....  
.....

(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:

.....  
.....

(ii) Possess qualities such as reliability and trustworthiness:

.....  
.....

(iii) Possess communication and inter-personal skills:

.....  
.....

(iv) Ability to work in a team:

.....  
.....

**Statement of Leave Taken**

YEAR	SICK LEAVE		LEAVE WITHOUT PAY	UNAUTHORISED ABSENCES
	Period	No of days		
2014				
2015				
2016				
2017 to date				

Date: .....

Signature: .....

Name: .....

Rank: .....

**Official Seal**

