

GOVERNMENT OF MAURITIUS

MY REF: AG/EST/7

YOUR REF:

Date: 04 July 2023From: **Solicitor - General**To: **Heads of Ministries/Departments****SUBJECT:*****Vacancy for the post of Handy Worker***

Please find enclosed a copy of this Office Circular Note No 1 of 2023 inviting applications from qualified serving officers who wish to be considered for appointment as Handy Worker at the Attorney General's Office.

2. It would be appreciated if the contents of the Circular Note could be brought to the attention of all eligible officers, including those on leave.


T. Aroomoogon(Mrs)
for Solicitor General

ATTORNEY GENERAL'S OFFICE

Circular Note No. 1 of 2023

Vacancy for the Post of Handy Worker

Applications are invited from qualified serving employees who wish to be considered for appointment as Handy Worker in the Attorney General's Office.

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who 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 open and close doors, windows and roller shutters.
2. To clean, among others, offices and stores.
3. To load, unload and move stores items, furniture, equipment and other materials.
4. To attend to visitors.
5. To handle, carry, pack, place and arrange stores items on shelves and to maintain them clean and in order.
6. To handle fragile and perishable goods with great care to protect them from being damaged.
7. To accompany officers in government vehicles, as and when required, and help in case of breakdown.
8. To collect and dispatch stores correspondence, as and when required.
9. 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 Handy Worker in the roles ascribed to him.

IV. SALARY

The permanent and pensionable post carries salary in scale Rs 13745 x 230 -13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 – 22225 a month.

Appointment in a temporary capacity to the grade carries a flat salary of Rs 13,745 a month plus salary compensation at approved rates. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

V. MODE OF APPLICATION

(a) Qualified Candidates should submit their applications on the enclosed prescribed Application Form, **in duplicate, as follows:**

- (i) the original to be filled in by the candidate at section A and sent directly to the Human Resource Section Level 2, Renganaden Seeneevassen Building, Cnr Maillard and Pope Hennessy streets PORT LOUIS; and
- (ii) the duplicate through their respective Supervising Officer/Responsible Officers who will forward it duly completed to the Human Resource Section, Attorney General's Office, within a week after the closing date.

(b) Applications **not** made on the prescribed form will not be accepted.

(c) Photocopies of Birth Certificate, Marriage Certificate (where applicable) and Educational Certificates and the National Identity Card should be submitted along with the Application Form.

(d) The envelope should be clearly marked on the top left-hand corner – **“Post of Handy Worker”**.

VI. IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of candidates from the competition. It is an offence to give information which is false 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.

- (ii) Qualifications obtained **after** the closing date for submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.
- (iii) The **originals** of Birth, Marriage and Educational Certificates and the National Identity Card **should not** be submitted with the application, but candidates should produce same when called upon to do so.
- (iv) Only the best qualified candidates will be called for interview.
- (v) The Office reserves the right not to make any appointment following this advertisement.

VII. Heads of Ministries/Departments should ensure that the contents of this Circular Note are brought to the attention of all eligible employees. In case of eligible employees who are on leave either locally or overseas, Heads of Ministries/Departments should ensure that copies of this Circular together with the application form are despatched to these employees on the very day this Circular reaches their Ministry/Department.

VIII. CLOSING DATE OF APPLICATION

- (a) Applications should reach the **Human Resource Section, Attorney General's Office, Level 2, Renganaden Seneevassen Building , Cnr Maillard and Pope Hennessy streets PORT LOUIS, not later than 3.30 p.m on 25 July 2023.**
- (b) Applications obtained after the closing date will not be accepted. The onus for the prompt submission of applications so that they reach the Human Resource Section, Attorney General's Office in time rests solely on the applicants.

Date: 05 July 2023

**Attorney General's Office,
Level 2,
Renganaden Seneevassen Building,
Cnr Maillard & Pope Hennessy streets,
PORT LOUIS**

ATTORNEY GENERAL'S OFFICE

APPLICATION FOR THE POST OF HANDY WORKER

Section A (to be filled by Applicant)

- 1. Title: Mr Mrs Miss
 - 2. Surname (in block letters):
 - 3. Other Names (in block letters):
 - 4. Date of Birth: Age:
 - 5. National Identity No.:
 - 6. Tel: (office):..... (Residence)..... Mobile.....
 - 7. Residential Address (in block letters):
.....
 - 8. Date joined service:..... as
 - 9. Date of First Appointment:
 - 10. Date transferred on Permanent and Pensionable Establishment:
 - 11. Present Post held:
 - 12. Date of Appointment to Present Post:
 - 13. Present Posting (i) (Min/Dept):
(ii) Place of work:
 - 14. Present Salary (Basic):
 - 15. Educational Qualifications (please attach photocopy of certificates):.....
.....
.....
- Any other qualifications/experience relevant to the post applied for (Documentary evidence to be attached):
.....
.....

Date:

.....
Signature of Applicant

SECTION B (To be filled by the Head of Sections/HR section concerned)

| (i) Record of Sick Leave | No. of Unauthorised Leave |
|---------------------------------|----------------------------------|
| 2020: | 2020: |
| 2021: | 2021: |
| 2022: | 2022: |
| 2023: | 2023: |
| to date | to date |

(ii) Report on applicant:-

Work :

Conduct :

Attendance :

(iii) Whether officer has been subject to disciplinary action during the last ten years. If in the affirmative, please provide details.

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(iv) Comments, if any, on experience claimed by Applicant and any other remarks:

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(v) I certify that particulars given by Applicant in Section A have been verified and found correct:

.....
.....

Date :

Signature:

(Head of HR Section)

Name (in full):

Post held:

Contact No:

