



**OFFICE OF THE PRESIDENT**  
**Vacancy for Post of Handy Worker**

Applications are invited from qualified serving candidates who wish to be considered for appointment as Handy Worker in the Office of the President.

**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 those who show proof of being literate.

**III. DUTIES AND SALARY**

1. To clean, among others, offices, stores and maintain the physical environment at a good standard.
2. To handle, collect, load, unload and move stores items, furniture, equipment and other materials.
3. To open packages, crates, cases, and so on.
4. To remove packaging materials, empty boxes to appropriate places for eventual disposal.
5. To wash, clean and stow empties.
6. To open and close store openings under the supervision of an officer of the Procurement and Supply Cadre, as and when required.
7. To place and arrange items of stores on shelves and maintain them clean and in an orderly manner.
8. To collect and despatch stores correspondence, as and when required.
9. To accompany officers of the Procurement and Supply Cadre in government vehicles, as and when required.

10. 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.

**Note:**

The permanent and pensionable post carries salary in scale Rs 10,950 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 18,450 a month.

**IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application on the prescribed form which may be obtained from the Office of the President, State House, Le Réduit, or which may be downloaded from the Website of the Office of the President at <http://president.govmu.org>
2. Applications should be submitted in duplicate as follows: -
  - i. The original to be filled in by candidates at Section A and sent directly to the Secretary to the President, Office of the President within the closing date for submission of applications;
  - ii. The duplicate through their respective Supervising/Responsible Officer who will forward it duly completed to the Secretary to the President, Office of the President within a week after the closing date.
3. Applications not made on the prescribed form will not be accepted.
4. Envelopes should be clearly marked on the top left-hand corner “Post of Handy Worker,” Office of the President.

**IMPORTANT**

- i. Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination. 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 the submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.
- iii. The originals of Birth and Educational Certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so.

## **V. CLOSING DATE**

Applications should reach the Secretary to the President, Office of the President, State House, Le Réduit, **not later than 3.30 p.m. on 05 December 2018.**

Applications obtained **after** the closing date **will not be accepted.** The onus for the prompt submission of applications so that they reach the Secretary to the President, Office of the President, in time lies solely on applicants.

***Date: 15 November 2018***

*Office of the President  
State House  
Le Réduit*