

**MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION  
(COMMERCE DIVISION)**

**CIRCULAR NOTE NO. 1 OF 2018**

**VACANCIES FOR POST OF LABORATORY AUXILIARY**

Applications are invited from among qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Laboratory Auxiliary in the Ministry of Industry, Commerce and Consumer Protection (Commerce Division).

**2. Qualifications**

By selection from among serving employees on the permanent and pensionable establishment who possess at least a pass in Chemistry or Physics or Mathematics obtained at the Cambridge School Certificate or at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission.

**3. Duties and Salary**

1. To be responsible for the general cleanliness of laboratories, workshop and verification room, benches, floor and windows.
2. To clean all apparatus and equipment including those requiring the use of special reagents.
3. To assemble apparatus.
4. To help in calibration, verification, assizing and inspection works, both indoor and outdoor.
5. To perform simple tests.
6. To lift, handle and carry test weights and equipment.
7. 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 Laboratory Auxiliaries in the roles ascribed to them.

**Note**

1. Laboratory Auxiliaries may be required to work outside normal working hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in the scale of Rs 13,010 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 27,075 a month plus salary compensation at approved rates.

**Appointment in a temporary capacity in the grade carries a flat salary of Rs 13,010 a month. However, employees drawing salary more than the initial salary of the post of Laboratory Auxiliary, will retain the salary of their substantive post.**

#### **4. Mode of Application**

- (i) Qualified candidates should submit their applications on the prescribed Application Form which may be obtained at the Human Resource Section of the Ministry of Industry, Commerce and Consumer Protection (Commerce Division), 6<sup>th</sup> Floor, Air Mauritius Centre, Port Louis or on the website of the Ministry at <http://commerce.govmu.org>
- (ii) Candidates should submit their applications **in duplicate**, the original to be sent directly to the Permanent Secretary, Ministry of Industry, Commerce and Consumer Protection (Commerce Division), 6<sup>th</sup> Floor, Air Mauritius Centre, Port Louis **within the closing date** and the duplicate through their respective Supervising/Responsible Officer who will forward the duly filled in form to the Ministry of Industry, Commerce and Consumer Protection (Commerce Division) **within a week after the closing date.**
- (iii) The original birth and educational certificates should not be submitted with applications but applicants should produce same when called upon to do so.
- (iv) Envelopes should be clearly marked "Post of Laboratory Auxiliary" (Commerce Division) on the top left hand corner.

#### **Important**

- (i) The completed form should contain full details regarding the applicant's previous experience, qualifications and any other information which would qualify him to carry the duties of the post of Laboratory Auxiliary.
- (ii) Qualifications obtained **after** the closing date will not be considered. Only qualified persons should apply.

- (iii) Incomplete, inadequate or inaccurate filling of the form may cause elimination of the candidates from the selection exercise. 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.
- (iv) Applications not made on the prescribed form **will not be accepted**.
- (v) Applications received after the closing date **will not be accepted**.
- (vi) Non submission of written evidence of knowledge claimed may entail elimination of the applicant.
- (vii) Only the best qualified candidates will be called for interview.
- (viii) The Ministry reserves the right not to make any appointment following this advertisement.

5. 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/overseas, Heads of Ministries/Departments should ensure that copies of this Circular together with the application form, are dispatched to these employees on the very day on which this Circular reaches their Ministries/Departments.

6. **Closing Date**

Applications should reach the Permanent Secretary, Ministry of Industry, Commerce and Consumer Protection (Commerce Division), 6<sup>th</sup> Floor, Air Mauritius Centre, Port Louis, **not later than 3.00 p.m. on Thursday 25 January 2018.**

**Ministry of Industry, Commerce  
and Consumer Protection  
(Commerce Division)  
6<sup>th</sup> Floor, Air Mauritius Centre  
Port Louis**

**Date: 05 January 2018**