

MINISTRY OF COMMERCE AND CONSUMER PROTECTION

Circular Note No. 01 of 2025

Vacancies for the Post of Laboratory Auxiliary in the Ministry of Commerce and Consumer Protection

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

II. Qualifications

- A. By selection from among serving employees on the permanent and pensionable establishment who possess the Cambridge School Certificate with at least a pass in Chemistry or Physics or Mathematics or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language and Chemistry or Physics or Mathematics with at least Grade C in any two subjects or (ii) in six subjects including English Language and Chemistry or Physics or Mathematics with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

NOTE 1

In the absence of qualified serving employees on the permanent and pensionable establishment, by selection from among candidates who possess the Cambridge School Certificate with at least a pass in Chemistry or Physics or Mathematics or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language and Chemistry or Physics or Mathematics with at least Grade C in any two subjects or (ii) in six subjects including English Language and Chemistry or Physics or Mathematics with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess qualities such as reliability and trustworthiness;
- (ii) have the ability to work in a team; and
- (iii) be able to lift, carry and move weights in line with the provisions of existing law.

NOTE 2

Selected candidates will be required to undergo a medical examination to be carried out by the Ministry of Health and Wellness to assess their fitness to perform the duties of the post.

NOTE 3

Laboratory Auxiliaries will be required to undergo training in safe techniques or methods of manual lifting and handling of weights in line with the provisions of existing law.

III. Duties

1. To be responsible to the Director, Legal Metrology Services for the general cleanliness of laboratories, workshop and verification room, benches, furniture, floor and windows and maintain proper housekeeping.
2. To clean all apparatus, test weights and equipment including those requiring the use of special reagents.
3. To assemble apparatus.
4. To assist officers in calibration, verification, assizing and inspection works both at the Legal Metrology Services and on site.
5. To perform simple tests.
6. To lift, handle, carry and move test weights, materials and equipment for testing from one area of operation to another.
7. To open the laboratories and close them after ensuring that all equipment have been properly disconnected, where appropriate, and are in safe custody.
8. To ensure that balances and other equipment for testing and calibration are in good working condition and to report any defect.
9. To carry out simple maintenance tasks of laboratory equipment such as oiling, change of gasket and change of visigauge.
10. To keep simple records.
11. To maintain and make minor repairs of laboratory and test equipment and standards with simple tools for proper functioning.
12. To record temperature, relative humidity and atmospheric pressure in the laboratory to maintain appropriate environmental conditions.
13. To record movement of equipment and standards used for verification and calibration on site in log book.

14. To assist officers in the handling and transportation of exhibits secured on inspection.
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 Laboratory Auxiliaries in the roles ascribed to him.

Note

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

IV. Salary

The permanent and pensionable post carries salary in the scale Rs 15,745 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 31,525 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of **Rs 15,745** a month plus salary compensation at the approved rate. 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 Application Form duly filled in together with copies of Birth, Marriage (where applicable) and Educational Certificates should be sent directly to the Permanent Secretary, Ministry of Commerce and Consumer Protection (Human Resource Section), 1st Floor, SICOM Tower, Wall Street, Ebène within the closing date for submission of applications;
- (ii) candidates not within this Ministry should submit the duplicate Application Form through their respective Supervising/Responsible Officer of Ministry/Department where posted, who will forward the duly completed form to the Permanent Secretary, Ministry of Commerce and Consumer Protection (Human Resource Section) within a week after the closing date; and

- (iii) candidates within this Ministry should submit the duplicate Application Form through their Head of Sections who will forward the duly completed form to the Human Resource Section within a week after the closing date.
- (b) Applications **not** made on the prescribed form will not be accepted.
- (c) Photocopies of Birth, Marriage (where applicable) and Educational Certificates and the National Identity Card should be submitted along with the Application Form and applicants should produce the originals as and when called upon to do so.
- (d) This Circular Note together with the Application Form are available on the website of the Ministry of Commerce and Consumer Protection at the following address: <https://commerce.govmu.org>.
- (e) Envelopes should be clearly marked “Post of Laboratory Auxiliary” on the top left hand corner.

Important

1. Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of the candidate. 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 termination of his appointment.
2. Qualifications obtained **after** the specified closing date and time for the submission of applications as specified in the advertisement will **not** be considered.
3. The onus for the prompt submission of applications so that they reach the Permanent Secretary, Ministry of Commerce and Consumer Protection in time lies solely on applicants. Only qualified persons should apply.
4. 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.
5. Applications not made on the prescribed form **will not be accepted.**
6. Applications received **after** the closing date and time **will not be accepted.**

7. Non submission of written evidence of knowledge claimed may entail elimination of the applicant.
8. Only the best qualified candidates will be called for interview.

VI. Head of Ministries/Departments are requested to bring the contents of this Circular Note to the notice of all eligible employees (including those on leave locally or abroad) and to transmit the applications duly made on the prescribed form by the closing date.

VII. Closing Date

Applications should reach the Permanent Secretary, Ministry of Commerce and Consumer Protection (Human Resource Section), 1st Floor, SICOM Tower, Wall Street, Ebène **not later than 15:00 hours on Monday 22 September 2025.**

**Ministry of Commerce and
Consumer Protection
1st Floor,
SICOM Tower,
Wall Street,
EBÈNE**

Date: 02 September 2025

MINISTRY OF COMMERCE AND CONSUMER PROTECTION

Application Form for the Post of Laboratory Auxiliary

Part A: To be filled by Applicant

1. Title: Mr ☐ Mrs ☐ Miss ☐ (Please tick as appropriate)
2. Marital Status: **Married** ☐ **Single** ☐ **Others:**
(Please tick as appropriate)
3. Surname (in block letters):
4. Other Names (in block letters):
Maiden Name (if applicable):
5. Date of Birth: Age:
6. National Identity Card No:

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7. Residential Address (in block letters):
.....
8. Phone No: **Office:** **Home:** **Mobile:**
9. Date joined service:
10. Date transferred to the permanent and pensionable establishment (PPE) and in which grade:
Date: Grade:
11. Date of First Appointment:
12. (i) Present post Held:
(ii) Whether in a temporary/substantive capacity:
13. Date of Present Appointment:
14. Posting: (i) Present Ministry/Department:
(ii) Place of Work:
(iii) Present Salary (Basic): Rs

15. Previous appointment held in the Government Service and in what grade/capacity:

<u>Post</u>	<u>From</u>	<u>To</u>	<u>Ministry/Department</u>

16. Educational Qualifications (please enclose photocopies of certificates)

Detailed results of Cambridge School Certificate			Detailed results of London General Certificate of Education (Ordinary Level)		
Year	Examination Centre No.	Index No.	Year	Examination Centre No.	Index No.
.....
Subject	Grade		Subject	Grade	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

17. Any other Qualifications:

.....

18. Experience relevant to the post applied for (please attach documentary evidence).

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19. Have you been subject of an investigation/enquiry/ a disciplinary action for any offence during the last ten years?

Yes ☐

No ☐

(Please tick as appropriate)

If yes, indicate nature of offence and date of outcome:

.....

.....

20. Have you ever been prosecuted before a Court of Law for any offence and subsequently found guilty during the last 10 years? Please tick as appropriate.

☐

Yes

☐

No

If yes, give details (court, charge, date of judgement and sentence – e.g. imprisonment, fine, caution or conditional discharge):

.....

.....

.....

21. Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever? Please tick as appropriate.

☐

Yes

☐

No

If yes, give details:

.....

.....

22. **IMPORTANT – PLEASE READ THE ADVERTISEMENT CAREFULLY**

Incomplete, inadequate or inaccurate filling of the form may cause the elimination of the applicant. It is an offence to give false information 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.

DECLARATION

I,....., the undersigned applicant, declare that the particulars in this application form are true and accurate to the best of my knowledge and belief and that I have not willfully suppressed any material facts.

Date:.....

.....
Signature of Applicant

Part B: To be filled by the Human Resource Section of Ministry/Department where Applicant is posted

1. Statement of sick leave and unauthorised absences taken by applicant

Year	No. of days of sick leave taken	No. of days of unauthorised absences
2023		
2024		
2025 (to date)		

2. Report on applicant:

- (i) Work:.....
- (ii) Conduct:.....
- (iii) Attendance:.....

3. Does the applicant reckon experience in the duties of Laboratory Auxiliary? Yes/No.

If yes, please give details with dates, e.g. period performed, etc.

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4. Has the applicant been subject to disciplinary action during the last ten years? Yes/No.

If yes, please give details.

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5. I certify that the particulars under Part A and B have been verified and found correct, except:

.....

.....

Signature:.....

Full Name:.....

Designation:.....

Contact Number:.....

Date:.....

Stamp of
Ministry/Department