MINISTRY OF COMMERCE AND CONSUMER PROTECTION

Circular Note No. 01 of 2022

VACANCIES FOR THE POST OF LABORATORY AUXILIARY

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.

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

(i) To be responsible for the general cleanliness of laboratories, workshop and verification room, benches, floor and windows.

(ii) To clean all apparatus and equipment including those requiring the use of special reagents.

(iii) To assemble apparatus.

(iv) To help in calibration, verification, assizing and inspection works, both indoor and outdoor.

(v) To perform simple tests.

(vi) To lift, handle and carry test weights and equipment.

(vii) 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

Laboratory Auxiliaries may be required to work outside normal working hours including Sundays and Public Holidays.
4. **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.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 15,745 a month.

5. **Mode of Application**

(i) Qualified candidates should submit their applications on the prescribed Application Form, which is enclosed herewith or which may be obtained from the Human Resource Section of the Ministry of Commerce and Consumer Protection, 1st Floor, SICOM Tower, Wall Street, Ebène or on the website of the Ministry at http://commerce.govmu.org.

(ii) Candidates should submit their applications **in duplicate**, as follows:-

(a) Section A of the **original** to be filled in by candidates and submitted 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**; and

(b) the **duplicate** through their respective Supervising/Responsible Officers who will forward the duly filled in form to the Ministry of Commerce and Consumer Protection **within a week after the closing date**.

(iii) Photocopies of birth and educational certificates and the National Identity Card should be submitted along with application forms and applicants should produce the originals as and when called upon to do so.

(iv) Envelopes should be clearly marked “Post of Laboratory Auxiliary, Ministry of Commerce and Consumer Protection” on the top left hand corner.

**Important**

(i) The completed application form should contain full details regarding the applicant’s previous experience, qualifications and any other information which would qualify the employee to carry the duties of the post of Laboratory Auxiliary.

(ii) Qualifications obtained after the closing date will not considered. Only qualified persons should apply.
(iii) Incomplete, inadequate or inaccurate filling of the application form may cause elimination of the candidate 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.

6. 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.

7. **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 Tuesday 08 February 2022.

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

Date: 19 January 2022
Application Form for the Post of Laboratory Auxiliary in the
Ministry of Commerce and Consumer Protection

Part A: To be filled by Applicant

1. Title: Mr □ Mrs □ Miss □ (Please tick as appropriate)

2. Surname (in block letters): .................................................................

3. Other Names (in block letters): ..........................................................
   Maiden Name (if applicable): .................................................................

4. Date of Birth: ................................................................. Age: ..................

5. National Identity Card No: .................................................................

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

7. Tel No (Residence): .................. Mobile No: .................. Office Tel No: ..............

8. Date joined service: ........................................................................

9. Post/Capacity when joined service: ...................................................

10. Date of first appointment/employment: ..............................................

11. Date transferred to the permanent and pensionable establishment (PPE): ...........................................


13. Date of appointment to present post: ..................................................

14. Posting: (i) Present Ministry/Department: ...........................................
    (ii) Place of Work: .................................................................

15. Educational Qualifications (please enclose photocopies of certificates)

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

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

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<th>Post</th>
<th>From</th>
<th>To</th>
<th>Ministry/Department</th>
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18. 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):

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19. 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:

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DE CLARATION

I,............................................................................................................., the undersigned applicant, declare that the particulars in this application are true and accurate and that I have not suppressed any material fact.

Date:________________________  Signature of Applicant:_____________________________
Part B: To be filled by Ministry/Department where applicant is posted

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

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<tr>
<th>Year</th>
<th>No. of days of sick leave taken</th>
<th>No. of days of unauthorised absences</th>
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<tbody>
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<td>2019</td>
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<td>2020</td>
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<td>2021</td>
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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.
   .....................................................................................................................

4. Has the applicant been subject to disciplinary action during the last ten years? Yes/No.
   If yes, please give details.
   .....................................................................................................................

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

   Signature: .................................................................................................

   Full Name: .................................................................................................

   Designation: ...............................................................................................

   Contact Number: ........................................................................................

   Date: .............................................................................................................