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