MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 54 OF 2013

Vacancies for Post of Female Prisons Officer/Senior Female Prisons Officer
Mauritius Prison Service

Applications are invited from qualified candidates who wish to be considered for appointment as Female Prisons Officer/Senior Female Prisons Officer in the Mauritius Prison Service.

II. AGE LIMIT

Candidates should be between 21 and 30 years of age by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should:

A. possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education (Ordinary Level) either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Disciplined Forces Service Commission;

B. have a good physique with their Body Mass Index (BMI) values ranging between 18.50 and 24.99 and they should be able to undergo strenuous physical exercise;

C. have a normal eyesight (without glasses or contact lenses);

D. satisfy the minimum height requirement of 1 m 63; and

E. be computer literate.

Candidates should produce documentary evidence of knowledge claimed.

NOTE:

The weight measurement of candidates will also be taken for the purpose of computation of the Body Mass Index (BMI) of each candidate.

The formula for the calculation of the Body Mass Index (BMI) is:

\[
\text{BMI} = \frac{W \text{ (in kg)}}{H^2 \text{ (in metre)}}
\]

where \( W \) is the weight and \( H \) is the height of the candidate

E.g. For a candidate whose height is 1m75 and weight 75 kg. her BMI is equal to

\[
\frac{75}{1.75 \times 1.75} = \frac{75}{3.063} = 24.48
\]
IV. DUTIES AND SALARY

1. To perform general duties as laid down in the Reform Institutions Act, Prison Regulations, legislation in force, standing orders and such other orders as may be issued from time to time.

2. To assist the Principal Female Prisons Officer, as and when required.

3. To be in charge of a unit and to ensure that supervision as well as control of detainees are carried out effectively.

4. To supervise and control detainees in residential blocks, workshops, association yards, sites of work, sentry points, public places during escorts and other areas where detainees are present besides effecting searches, as and when required.

5. To train detainees in various trades and get involved in the rehabilitation process so as to prepare them for their reintegration in society after release.

6. To see that security norms, discipline and cleanliness are maintained at all times.

7. To ensure that human, financial and material resources available are used efficiently, effectively and economically.

8. To perform word processing and other basic ICT functions.

9. 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 Female Prisons Officers/Senior Female Prisons Officers in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 14,275 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 31,475 a month.

However, for the year 2013 and the year 2014, incumbents would draw salary at the discounted rate of Rs 13,690 and Rs 13,980 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
V. MODE OF APPLICATION

1. Qualified candidates should submit their application on **DFSC Form 7** which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public and Disciplined Forces Service Commissions, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues.

2. Candidates already in service should submit their applications **in duplicate**, the original to be sent directly to the Secretary, Disciplined Forces Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. Candidates should affix a **recent passport-size photograph** in the space provided on the application form.

4. This advertisement together with the application form (DFSC Form 7) are available on the website of the Public and Disciplined Forces Service Commissions at [http://psc.gov.mu](http://psc.gov.mu)

5. On-line application can also be submitted through the government web portal at [http://www.gov.mu](http://www.gov.mu)

6. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.

7. Candidates are advised to read carefully the “**NOTES AND INSTRUCTIONS TO CANDIDATES**” before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

VI. CLOSING DATE

Applications should reach the Secretary, Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Monday 06 January 2014**.

Disciplined Forces Service Commission, 7, Louis Pasteur Street,

**Date: 17 December 2013.**