Applications are invited from qualified serving employees who wish to be considered for appointment as Handy Worker in the Public and Disciplined Forces Service Commissions.

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.

NOTE

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

III. DUTIES AND SALARY

1. To open and close store premises under the supervision of an officer of the Procurement and Supply Cadre.

2. To clean, among others, offices, stores, toilets, drains, gutters and maintain the physical environment at a good standard.

3. To load, unload and move stores items, furniture, equipment and other materials.

4. To attend to visitors.

5. To collect and despatch correspondence, as and when required.

6. To destroy and dispose of waste materials.

7. To accompany officers in government vehicles, as and when required.

8. To open and close gate, and control entry traffic, as and when required.

9. To issue application forms to members of the public.

10. To provide general assistance to officers of the Postal Unit.

11. To wash curtains, household linen and kitchen utensils.

12. To clean electrical appliances.

13. To prepare tea.

14. To perform simple gardening duties, as and when required.

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 Handy Worker in the roles ascribed to him.
The permanent and pensionable post carries salary in the scale Rs 9,450 x 225 – 9,675 x 250 – 13,675 x 300 – 15,475 x 350 – 16,175 a month.

IV. MODE OF APPLICATION

(1) Qualified candidates should submit their applications on the prescribed Application Form which may be obtained from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or on the website of the Public Service Commission at the following address: [http://psc.gov.mu](http://psc.gov.mu).

(2) Applications should be submitted in duplicate as follows:-

- the original to be filled in by candidates at Section A and sent directly to the Secretary, Public and Disciplined Forces Service Commissions within the closing date for submission of applications, and

- the duplicate through their respective Supervising/Responsible Officers who will forward it duly completed to the Secretary, Public and Disciplined Forces Service Commissions within a week after the closing date.

(3) Applications not made on the prescribed form will not be accepted.

(4) Envelopes should be clearly marked on the top left-hand corner ‘Post of Handy Worker, Public and Disciplined Forces Service Commissions’.

IMPORTANT

(i) Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate’s elimination. 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.

(ii) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.

(iii) 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.
V. CLOSING DATE

Applications should reach the Secretary, Public and Disciplined Forces Service Commissions, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Wednesday 18 December 2013.**

Applications obtained after the closing date **will not be accepted.** The onus for the prompt submission of applications so that they reach the Secretary of the Public and Disciplined Forces Service Commissions in time lies solely on applicants.

Public and Disciplined Forces Service Commissions,  
7, Louis Pasteur Street,  
**FOREST SIDE.**

Date: 28 November 2013