PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 26 OF 2017

Vacancy for Post of Gateman
Public Service Commission and Disciplined Forces Service Commission

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Gateman in the Public Service Commission and Disciplined Forces Service Commission.

II. QUALIFICATIONS

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

B. Candidates should –

(i) be courteous; and

(ii) possess good communication skills.

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 the gate of the Office.

2. To control entry traffic and ensure that security at the gate is preserved at all times.

3. To direct candidates to the interviewing board.

4. To keep a register of visitors and record the nature of business of each visitor.

5. To keep a register of vehicles entering and leaving the premises.

6. To attend to and direct visitors.

7. 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 Gateman in the roles ascribed to him.
The permanent and pensionable post carries salary in scale Rs 10,950 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 18,075 a month.

IV. **MODE OF APPLICATION**

1. Qualified candidates should submit their application on prescribed form which may be obtained from the Enquiry Counter of the Public Service Commission and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side or on the website of the Public Service Commission/Disciplined Forces Service Commission at the following address:- [http://psc.govmu.org](http://psc.govmu.org)

2. Candidates should submit their application in duplicate, as follows:

   (i) the original to be sent directly to the Secretary, Public Service Commission and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side within the closing date for submission of application; and

   (ii) the duplicate through their respective Supervising/Responsible Officers who will forward the duly completed form to this Office within a week after the closing date.

3. The original documents (birth certificate, Certificate of Primary Education and the National Identity Card) should not be submitted with the application, but applicants should produce same upon request.

4. The envelope should be clearly marked on the top left-hand corner – “post of Gateman, at the Public Service Commission and Disciplined Forces Service Commission”.

V. **IMPORTANT**

(a) 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.**

(b) Qualifications obtained after the closing date will not be accepted.

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

(d) Only the best qualified candidates will be called for interview.

(e) This Office reserves the right not to make any appointment following the advertisement.
VI. CLOSING DATE

(a) Applications should reach the Secretary, Public Service Commission, and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side (HR Section) **not later than 3.00 p.m. on Monday 5 June 2017**.

(b) Application received after the closing date will not be accepted. The onus for the prompt submission of applications so that they reach the Secretary, Public Service Commission and Disciplined Forces Service Commission in time lies solely on the applicant.

__Date: 16 May 2017__

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