

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 81 OF 2020

Enlistment as Trainee Woman Officer, Rehabilitation Youth Centre
Prime Minister's Office
(Rodrigues, Outer Islands and Territorial Integrity Division)

Applications are invited from qualified **female** candidates who wish to be considered for enlistment as Trainee Woman Officer, Rehabilitation Youth Centre in the Prime Minister's Office (Rodrigues, Outer Islands and Territorial Integrity Division).

II. AGE LIMIT

Candidates should be between **21** and **40** 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 Public Service Commission;
- B.** have a good physique with their **Body Mass Index (BMI) values** ranging between **18.50 and 24.99**. They should have a normal eyesight (without glasses or contact lenses) and satisfy the minimum height requirement of 1 m 63; and
- C.** be computer literate.

NOTE

1. Experience in youth leadership and knowledge/experience in one of the following fields is desirable –
 - (i) dressmaking and needlework;
 - (ii) domestic science;
 - (iii) arts and crafts;
 - (iv) first-aid;
 - (v) music; and
 - (vi) theatre.
2. Candidates should produce written evidence of knowledge/experience claimed.

3. **The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge/experience claimed and Equivalence of Certificate, as appropriate, by the closing date.**
4. Candidates may be required to sit for a written examination as part of the selection process.
5. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.
6. The weight measurement of candidates will also be taken for the purpose of computation of their **Body Mass Index (BMI).**

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

$$\text{BMI} = \frac{\text{W (in kg)}}{\text{H}^2 \text{ (in metre)}} \quad , \text{ where } \mathbf{W} \text{ is the weight and } \mathbf{H} \text{ is the height of the candidate.}$$

IV. CONDITIONS OF TRAINING AND ALLOWANCE

Selected candidates will be required to undergo training in all aspects of the work of a Woman Officer, Rehabilitation Youth Centre including special training in correctional/security work for a period of at least one year.

During the training period, the selected candidates will draw an allowance in scale Rs 13,270 x 260 – 13,790 a month.

On successful completion of the training, Trainee Woman Officers, Rehabilitation Youth Centre will be considered for appointment to the grade of Woman Officer, Rehabilitation Youth Centre, as and when vacancies occur.

The post of Woman Officer, Rehabilitation Youth Centre carries salary in scale Rs 15,150 x 300 - 15,750 x 325 - 17,700 x 375 - 19,575 x 475 - 21,950 x 625 - 23,200 x 775 - 31,725 a month.

Note

Trainee Woman Officers, Rehabilitation Youth Centre are required to work on shift covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days and may also be called upon to work longer hours in case of emergency.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address: **<http://psc.govmu.org>**
2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the **“How To Apply”** option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
6. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner’s Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. (local time) on Thursday 21 January 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 08 January 2021

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.