

**DISCIPLINED FORCES SERVICE COMMISSION**  
**CIRCULAR NOTE NO. 6 OF 2023**

**Vacancy for the Post of Assistant Commissioner of Prisons (Trades)**

**MAURITIUS PRISON SERVICE**

Applications are invited from qualified serving officers of the Mauritius Prison Service who wish to be considered for appointment as Assistant Commissioner of Prisons (Trades) in the Department.

**II. QUALIFICATIONS**

By selection from among officers in the grades of Superintendent of Prisons/Senior Superintendent of Prisons (Works) and Superintendent of Prisons/Senior Superintendent of Prisons (Industries) who reckon at least two years' service in a substantive capacity in their respective grades and who -

- (i) have administrative and organising abilities;
- (ii) possess excellent leadership qualities; and
- (iii) are capable of dealing with crisis situations.

**III. ROLE AND RESPONSIBILITIES**

To ensure that the rules, regulations and orders relating to Prisons are complied with and to plan all the programmes, activities and operations of the Trades Sections.

**IV. DUTIES AND SALARY**

1. To advise the Commissioner of Prisons on matters relating to the Trades Sections and to attend to management meetings, as required.
2. To be responsible for -
  - (i) the overall administration of the Trades Sections; and
  - (ii) enforcing discipline and security measures in the Trades Sections and to ensure that human, financial and material resources made available are used efficiently, effectively and economically.

3. To ensure that –
  - (i) the level of security, discipline, supervision and control is maintained and sustained at all times;
  - (ii) orders, instructions and procedures relating to the functioning of the Trades Sections are strictly observed; and
  - (iii) Health and Safety measures and Human Rights are observed on sites of work.
4. To submit reports, statistics and other information to the Commissioner of Prisons, as and when required.
5. To perform such other duties as laid down in the Reform Institutions Act, Prisons Regulations, legislations in force, Standing Orders and such other orders and instructions that may be issued from time to time by the Commissioner of Prisons with a view to ensuring that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the Mauritius Prison Service.
6. To use ICT in the performance of his duties.
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 Assistant Commissioner of Prisons (Trades) in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale Rs 57,600 x 1,700 – 64,400 x 1,800 – 69,800 x 2000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 91,375 a month.

## **V. MODE OF APPLICATION**

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission and Disciplined Forces Service Commission at the following address:  
**<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Commissioner of Prisons.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **[support@ncb.mu](mailto:support@ncb.mu)** or on phone number **454 9955**.

5. For **technical support and other queries**, the helpdesk of the Public Service Commission and Disciplined Forces Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** 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.**

## **VI. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 05 October 2023.** Applications received after the specified closing date and time will **not** be considered.

**Date: 15 September 2023**

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