

PUBLIC SERVICE COMMISSION AND DISCIPLINED FORCES SERVICE
COMMISSION CIRCULAR NOTE NO. 1 OF 2026

Vacancy for Post of Handy Worker
Public Service Commission and Disciplined Forces Service Commission

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

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 material.
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 scale Rs 22, 175 X 270 – 22, 445 X 300 – 26, 945 X 320 – 28, 865 X 350 – 30, 965 X 400 – 31, 765 a month.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application 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.govmu.org>**
2. Applications should be submitted **in duplicate** as follows:-
 - (i) Section A of the **original** to be filled in by candidates and sent directly to the Secretary, Public Service Commission and Disciplined Forces Service Commission **by the closing date** for submission of applications; and
 - (ii) the **duplicate** through their respective Supervising/Responsible Officers who will forward the duly completed form to the Secretary, Public Service Commission and Disciplined Forces Service Commission **within a week after the closing date**.
3. Photocopies of Birth and Educational Certificates and the National Identity Card should be submitted along with the application forms and Applicants should produce the originals as and when called upon to do so.
4. Envelopes should be clearly marked 'Post of Handy Worker' on the top left-hand corner.

IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate from the selection exercise. It is an offence to give false information 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 will **not** be accepted. Only qualified serving employees should apply.

- (iii) Applications not made on the prescribed form will **not** be accepted.
- (iv) Head of Ministries/Departments are requested to bring the contents of this Circular Note to the notice of all eligible employees (including those on leave locally or abroad).

V. CLOSING DATE

The duly filled application form should reach the Secretary, Public Service Commission and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours on Monday 26 January 2026.**

Date: 12 January 2026

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