

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT
CIRCULAR NOTE NO 07 OF 2019

Vacancy for the Post of Stores Attendant
Ministry of Finance and Economic Development

Applications are invited from serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Stores Attendant in the Ministry of Finance and Economic Development.

II. QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment who:-

- (a) possess the Certificate of Primary Education; and
- (b) have a good knowledge of stores duties and are familiar with common items of stores.

Note

In the absence of candidates possessing the qualification at (a) above, consideration will be given to candidates who show proof of being literate.

III. Duties

1. To be responsible to the officer in charge of stores for:-
 - (a) opening and closing of store apertures as required;
 - (b) cleaning the store premises;
 - (c) collecting, loading, unloading and conveying stores items;
 - (d) opening packages, crates, cases, etc;
 - (e) handling all stores items as required;
 - (f) removing all packing materials, empty crates, etc. to appropriate places for their eventual disposal;
 - (g) packing stores items as required;
 - (h) washing, cleaning and stowing empties;

- (i) placing and arranging items of stores on shelves and maintaining them clean and in order;
- (j) collecting and despatching stores correspondence as required; and
- (k) assisting in any work of similar nature, e.g. in inventories and surveys.

2. To perform such cognate duties as may be assigned.

IV. SALARY

The permanent and pensionable post carries salary in scale Rs 11,200 x 250 – 11,450 x 260 - 14050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,200

Appointment in a temporary capacity in the grade carries a flat salary of Rs 11,200 a month. However, employees drawing salary more than initial salary of the post of Stores Attendant will retain the salary of their substantive post.

V. MODE OF APPLICATION

- (i) Application should be submitted on the prescribed form which may be obtained from the Human Resource Section of the Ministry of Finance and Economic Development, 5th Floor, New Government Centre, Port Louis or downloaded from the website of the Ministry of Finance and Economic Development at the following address: <http://mof.govmu.org>
- (ii) Applications should be submitted **in duplicate** as follows:
 - a. The original to be filled in by candidates at Section A and sent directly to the Human Resource Section of the Ministry of Finance and Economic Development, 5th Floor, New Government Centre, Port Louis **within the closing date** for submission of applications; and
 - b. The duplicate through their respective Supervising/Responsible Officer who will forward it duly completed to the Human Resource Section of the Ministry of Finance and Economic Development, 5th Floor, New Government Centre, Port Louis, **within a week of the closing date.**
- (iii) Application not made on the prescribed form will not be accepted.

- (iv) Envelopes should be clearly marked on the top left-handed corner 'Post of Stores Attendant'.

IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition. 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 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) A photocopy of birth and educational certificates should be submitted with the application, but applicants should produce the original if and when called upon to do so.
- (iv) Only the best qualified candidates will be called for interview.
- (v) The Ministry of Finance and Economic Development reserves the right not to make any appointment following this advertisement.

VI. CLOSING DATE

- (i) Applications should reach the Financial Secretary, Ministry of Finance and Economic Development, (Human Resource Section), 5th Floor, New Government Centre, Port Louis **not later than 3.00 p.m on 19 June 2019**
- (ii) Applications obtained after the closing date will not be accepted. The onus for the prompt submission of applications, so that they reach the Ministry of Finance and Economic Development on time, lies solely on applicants.

**Ministry of Finance
and Economic Development
5th Floor,
New Government Centre,
PORT LOUIS**

Date: 30 May 2019

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

APPLICATION FOR THE POST STORES ATTENDANT

PART A (To be filled in by Applicant)

1. Title: Mr Mrs Miss Ms
(Please tick as appropriate)
2. Marital Status: Married Single Other:
(Please tick as appropriate)
3. Surname:
(In block letters)
4. Other Names:
5. Date of Birth:
6. National Identity Card No:
7. Full Residential Address:
(In block letters)
8. Phone No: Office Home: Mobile:
9. Present Post Held:
(Whether temporary/ substantive)
10. Date of Present Appointment:
11. Present Posting:
 - (i) Present Ministry/Department:
 - (ii) Place of Work:
12. Date joined service:
13. Date of first appointment:
14. Date transferred to Permanent and Pensionable Establishment:
15. Present salary per month (Basic): Rs.
16. Previous appointment held in the Government Service

Appointment	From	To	Ministry/ Department

17. Educational Qualification (Please attach photocopies of certificates):
- (i) Primary:
- (ii) Other:
18. Experience relevant to the post applied for (attach Documentary evidence of experience claimed):

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19. Have you been on leave without pay while in government during last five years?

Yes No

(Please tick as appropriate)

If yes, state period and purpose of leave without pay:

Period: From..... To:

Purpose: (Employment etc).....

20. Have you been subject of a disciplinary action during the last ten years?

Yes No

(Please tick as appropriate)

If Yes, indicate nature of offence and date of outcome.

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- 21(a) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last 10 years?

Yes No

(Please tick as appropriate)

DECLARATION

I,, the undersigned applicant, declare that the particulars in this application are true and correct.

Date:

Signature of Applicant.....

PART B (to be filled by Human Resources Section of Ministry/Department where Applicant is posted)

(i) Statement of leave taken during last three years

Year	Sick Leave	Unauthorised absence	Leave Without Pay
2016			
2017			
2018			
2019 (To date)			

(ii) Report on Applicant:

Work:.....

Conduct:.....

Attendance:.....

(iii) Has applicant been subject to any disciplinary action during the last ten years or subject to any prosecution before the court of law for any offence?

Yes No

If, in the affirmative, please give details

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(iv) Comments, if any, on experience claimed and other remarks.

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(v) I certify that the particulars given in PART A and B(i) (ii) and (iii) have been verified and found correct, except:

.....
.....

Date:

Signature:.....

Name (in full):.....

Post held:.....

Contact No:

Date:.....



