

GOVERNMENT OF MAURITIUS

Our Ref: ENV/CF/4/13 V6

Date: 17 November 2023

Your Ref:

From : Permanent Secretary, Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division)

To : Supervising Officers i/c Ministries / Departments

**SUBJECT: Vacancy for the post of Environmental Laboratory Auxiliary
Ministry of Environment, Solid Waste Management and Climate Change
(Environment and Climate Change Division)**

Please find enclosed a copy of this Ministry's Circular Note No. 2 of 2023, inviting applications from qualified serving employees on the permanent and pensionable establishment, who wish to be considered for appointment as Environmental Laboratory Auxiliary in this Ministry.

2. It would be appreciated if the contents of the Circular could be brought to the attention of all eligible officers of your Ministry/Department, including those on leave locally and abroad.



P. Seechurn (Mrs)
for Permanent Secretary

**MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT
AND CLIMATE CHANGE
(ENVIRONMENT AND CLIMATE CHANGE DIVISION)**

CIRCULAR NOTE NO 2 OF 2023

**Vacancy for the post of Environmental Laboratory Auxiliary
Ministry of Environment, Solid Waste Management and Climate Change
(Environment and Climate Change Division)**

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Environmental Laboratory Auxiliary in the Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division).

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who possess the Cambridge School Certificate with at least a pass in Biology or Chemistry or Physics or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Biology or Chemistry or Physics with at least Grade C in any two subjects or (ii) in six subjects including English Language and Biology or Chemistry or Physics with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of serving employees on the permanent and pensionable establishment possessing the above qualifications, consideration will be given to serving employees who –

- (i) show proof of having sat for the Cambridge School Certificate Examination in Biology or Chemistry or Physics or the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting including Biology or Chemistry or Physics or an examination of equivalent standard acceptable to the Public Service Commission; and
- (ii) reckon experience in laboratory work.

Candidates should produce written evidence of experience claimed.

III. DUTIES AND SALARY

1. To clean the laboratories, benches, glasswares and other equipment.
2. To assemble apparatus and prepare solutions for analytical work.

3. To keep an updated register of chemicals, specimens, glasswares and other apparatus.
4. To assist the Senior Environmental Laboratory Auxiliary in –
 - (i) requisitioning of laboratory chemicals and equipment;
 - (ii) maintaining, including simple repairs of, minor equipment and ensuring security of laboratory equipment;
 - (iii) keeping broken apparatus and glasswares in safe custody for audit or stock verification purposes;
 - (iv) keeping simple records in connection with petty expenses, equipment and chemicals to be ordered and materials given on loan to other departments; and
 - (v) ensuring that all fixtures for gas, water and electricity in laboratories are in good working conditions.
5. To keep balances and other apparatus in good working condition.
6. To accompany officers on site visits for sampling and field analysis purposes.
7. To perform simple analytical work.
8. To monitor environmental conditions within the Laboratory by recording temperature and humidity level, on a daily basis, with the use of thermometers and hygrometers.
9. 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 Environmental Laboratory Auxiliary in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale of Rs 15,745 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 31,525 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 15,745 a month plus salary compensation at approved rates.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed form which may be obtained from the **Human Resource Section, Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division), Level 9, Ken Lee Tower, Corner St Georges and Barracks Streets, Port Louis** or from the **website of the Ministry at <https://environment.govmu.org>**.

.../3

2. Applications should be submitted **in duplicate** as follows:

- (a) the original application form at Part A to be filled in by candidates and sent directly to the Human Resource Section of the Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division), Level 9, Ken Lee Tower, Corner St Georges and Barracks Streets, Port Louis within the closing date for submission of applications;
- (b) the duplicate application form through their respective Supervising/Responsible Officer who will forward it duly completed under cover of a letter to the Human Resource Section of the Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division), Level 9, Ken Lee Tower, Corner St Georges and Barracks Streets, Port Louis, within a week of the closing date;
- (c) photocopies of National Identity Card, birth and educational certificates should be submitted along with applications; and
- (d) envelopes should be clearly marked on the top left-handed corner "Post of Environmental Laboratory Auxiliary, Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division)."

3. The original of birth and educational certificates should **not** be submitted with the applications but applicants should produce these if and when called upon to do so.

IMPORTANT

1. Qualifications obtained **after** the closing date will **not** be accepted. Only qualified persons should apply.
2. Incomplete, inadequate or inaccurate filling of the application form may cause elimination of the candidates from the selection exercise. 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 a candidate has already been appointed, to the termination of his appointment.
3. Application **not** made on the prescribed form will **not** be accepted.
4. Application received **after** the closing date and time will **not** be accepted.
5. Only qualified candidates will be called for interview.
6. The Ministry reserves the right **not** to make any appointment following the advertisement.

V. **CLOSING DATE**

Applications should reach the Permanent Secretary, Ministry of Environment, Solid Waste Management and Climate Change (Environment and Climate Change Division), Level 9, Ken Lee Tower, Corner St Georges and Barracks Streets, Port Louis, **not later than 3.30 p.m. on 07 December 2023.**

*Ministry of Environment, Solid Waste Management
and Climate Change (Environment and Climate
Change Division)*

Date: 17 November 2023

**APPLICATION FORM FOR THE POST OF ENVIRONMENTAL LABORATORY AUXILIARY
AT THE MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT
AND CLIMATE CHANGE
(ENVIRONMENT AND CLIMATE CHANGE DIVISION)**

PART A (To be filled in by the 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:
(In block letters)
5. Date of Birth:
6. National Identity 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. Posting: (i) Present Ministry/Department:
(ii) Place of work:
12. Date joined service:
13. Date of 1st Appointment:
14. Date transferred to Permanent and Pensionable Establishment:
15. Present salary per month (Basic): Rs
16. Previous Employment in the Government Service

Post held	Temporary/Substantive	Ministry/Department	Date of Appointment

17. Qualifications (*please attach photocopies of certificates*):

(i) Detailed Results:

Cambridge School Certificate Year.....		General Certificate of Education (Ordinary Level) Year.....	
<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>

(ii) Any other qualifications:

.....

.....

.....

18. Experience relevant to the post applied for (*attach documentary evidence of experience claimed*)

.....

.....

.....

19. Have you been the subject of an investigation/enquiry for any offence during the last 10 years?

Yes No

(Please tick as appropriate)

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

.....

.....

.....

20. 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)

If Yes, give details (court, charge, date of judgement and sentence – eg. Imprisonment, fine, caution or conditional discharge):

.....
.....
.....

21. Have you ever resigned or retired or been dismissed from the Public Service on any grounds whatsoever?

Yes No

(Please tick as appropriate)

If Yes, give details

.....
.....
.....

DECLARATION

I,, the undersigned Applicant, declare that the particulars in this application are true and accurate and that I have not wilfully suppressed any material fact.

Date:

Signature of Applicant.....

PART B (To be filled by Head of Division/Section/Unit of Ministry/Department concerned)

(i) Report on applicant

Work:

Conduct:

Attendance:

(ii) Comments, if any, on experience claimed and other remarks:

.....
.....
.....

Date:

Signature:

Name:

Grade:

PART C (to be filled Human Resource Section of Ministry/Department where applicant is posted)

(i) Has applicant been subject to any disciplinary action during the last 10 years or subject to any prosecution before a court of law for any offence? Yes/No

If yes, please give details

.....
.....

(ii) Statement of sick leave and unauthorized absences without pay taken by applicant.

Record of Sick Leave:

Record of unauthorized absence

2020:

2020:

2021:

2021:

2022:

2022:

2023 (to date):

2023 (to date) :

(iii) I certify that the particulars given in Parts A, B and C have been verified and found correct, except:

.....
.....

Stamp of
Ministry/Department

Signature:

Name:

Post Held:

Date: