Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Assay Laboratory Auxiliary in the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development 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 Chemistry or passes obtained on one certificate at the General Certificate of Education ‘Ordinary Level’ either (i) in five subjects including English Language and Chemistry with at least Grade C in any two subjects or (ii) in six subjects including English Language and Chemistry with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

NOTE 1

In the absence of serving employees on the permanent and pensionable establishment possessing the above qualification, consideration will be given to those who show proof of having experience in chemical laboratory work.

NOTE 2

The onus for the submission of 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 equivalence, as appropriate, by the closing date.

III. DUTIES

1. To be responsible for the general cleanliness of the laboratories including equipment and furniture.
2. To assist in –
   (i) assemblage of apparatus;
   (ii) preparing chemicals and specimens for assaying and marking;
   (iii) assaying, verifying, grading and marking operations;
   (iv) the filing of test reports, applications, worksheets and other documents in use in the laboratories; and
   (v) taking photographs of gemstones and jewellery and in preparing test reports.
3. To destroy and dispose of used materials and chemicals after assaying.
4. To ensure that all switches/lights are turned off before leaving the laboratories every afternoon.
5. To operate office equipment such as photocopying and laminating machines.
6. 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 Assay Laboratory Auxiliary in the roles ascribed to him.

Note

Assay Laboratory Auxiliaries may be required to work outside normal working hours including Sundays and Public Holidays.
IV. **SALARY**

The permanent and pensionable post carries salary in the scale of Rs 13,010 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 27,075 x 325 – 19,575 x 475 – 27,075 a month plus salary compensation at approved rates. The selected candidate will, in the first instance, be appointed in a temporary capacity for a period of six months with salary at the flat rate of Rs 13,010 a month plus salary compensation at approved rates. However, employees drawing salary more than initial salary of the post of Assay Laboratory Auxiliary will retain the salary of their substantive post.

V. **MODE OF APPLICATION**

(a) Applications should be submitted on the prescribed form, which may be obtained at the Human Resource Section of the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division), 8th floor, Air Mauritius Centre or downloaded from the website of this Ministry at [http://industry.govmu.org](http://industry.govmu.org)

(b) Applications should be submitted in **duplicate**, the original to be sent directly to the Permanent Secretary, Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division), Human Resource Section, 8th Floor, Air Mauritius Centre, John Kennedy Street, Port Louis **within the closing date** and the duplicate through their respective Supervising/Responsible Officer who will forward the duly filled in form to Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division) on the above address **within a week of the closing date**.

(c) Applications **not** made on the prescribed form will not be accepted.

(d) Envelopes should be clearly marked on the top left-hand corner “Post of Assay Laboratory Auxiliary”.

**Important**

(i) Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate’s elimination. 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.

(ii) Qualifications obtained after the closing date will not be considered. Only qualified persons should apply.

(iii) The originals of Birth and Educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so.

(iv) The Ministry reserves the right to convene only the best qualified candidates for interview.

VI. **CLOSING DATE OF APPLICATION**

(a) Applications should reach the Permanent Secretary, Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division), Human Resource Section, 8th Floor, Air Mauritius Centre, John Kennedy Street, Port Louis, not later than **3 p.m on 22 September 2020**.

(b) Applications received after the closing date will not be accepted. The onus for the prompt submission of applications so that they reach the Permanent Secretary in time, lies solely on applicants.

Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division)
8th Floor, Air Mauritius Centre
John Kennedy Street,
Port Louis.

Date: 2 September 2020