

MINISTRY OF INDUSTRIAL DEVELOPMENT, SMEs AND COOPERATIVES
(Industrial Development Division)

IND/ASS/E/6 V4

Circular Note No. 2 of 2022

From: Permanent Secretary, Ministry of Industrial Development, SMES and Cooperatives
(Industrial Development Division)

To: Supervising Officers in charge of Ministries/Departments

Vacancy for the Post of Assay Laboratory Auxiliary

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 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 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 15,745 a month plus salary compensation at approved rates.

V. MODE OF APPLICATION

- (a) Qualified candidates should submit their application, on the prescribed Application Form, which may be obtained from the Human Resource Section of the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division), 8th floor, Air Mauritius Centre, Port Louis.
- (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 Resources Section, 8th Floor, Air Mauritius Centre, John Kennedy Street, Port Louis **before the closing date** and **the duplicate** through their respective Supervising/Responsible Officer who will forward the completed form to the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division) on the above address **within a week after the closing date**.
- (c) Applications **not** made on the prescribed form will not be accepted.
- (d) Envelopes should be clearly marked “Post of Assay Laboratory Auxiliary”, on the top left-hand corner.

This Circular Note together with the Application Form are available on the website of the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division) at the following address: <http://industry.govmu.org>

VI. IMPORTANT

1. 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.
2. Qualifications obtained **after** the closing date for the submission of applications as specified in the advertisement will not be accepted.
3. Non-submission of written evidence of knowledge/experience claimed may entail elimination of the applicant.
4. Only qualified persons should apply.
5. **Photocopies of qualifications/certificates should be attached together with the Application Form.** Originals of Birth and Educational certificates should be produced if and when called upon to do so.
6. The Ministry reserves the right to convene only the best qualified candidates for interview.
7. Heads of Ministries/Departments should ensure that the contents of the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division) Circular Note No. 2 of 2022 are brought to the attention of all eligible officers and that, in the case of officers who are overseas or on leave, a copy of the Circular Note together with Application Forms are despatched to these employees on the very day on which the Circular Note is issued. These officers should also be informed of the following Fax number of the Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division): 211 0855.

VII. CLOSING DATE OF APPLICATION

- (a) Applications should reach the Permanent Secretary, Ministry of Industrial Development, SMEs and Cooperatives (Industrial Development Division), Human Resources Section, 8th Floor, Air Mauritius Centre, John Kennedy Street, Port Louis, not later than **15 00 hours on Tuesday 17 May 2022.**
- (b) Applications obtained **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: 27 April 2022