

EMBARGOED FOR RELEASE UNTIL THURSDAY 31 JULY 2025 AT 0600 HOURS

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.116 OF 2025

VACANCY FOR THE POST OF SENIOR WORD PROCESSING OPERATOR

LOCAL GOVERNMENT SERVICE

(Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from qualified serving officers of the Local Government Service who wish to be considered for appointment as Senior Word Processing Operator in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 36550 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 19225 a month.

II. QUALIFICATIONS:

By selection of officers in the grades of Word Processing Operator and Clerk/ Word Processing Operator who reckon at least four years' service in a substantive capacity in the grade.

NOTE:

- 1. The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification and recognition of institution (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 written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date*
- 2. Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.*
- 3. Candidates are informed that they may be outposted to any sub office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

III. DUTIES:

1. To plan, organize, supervise and control the work of Word Processing Operators.
2. To type and collate official documents.
3. To provide guidance and training to Word Processing Operators.
4. To ensure that Word Processing Operators are provided with proper office accommodation, furniture and equipment and arrangements are made for the maintenance thereof.
5. To ensure the proper keeping of documents and softwares.
6. To replace Confidential Secretaries, as and when required.
7. 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 Senior Word Processing Operators on the roles ascribed to them according to their postings.

IV. MODE OF APPLICATION

- (i) Candidates should submit their applications on **LGSC Form 7a** which may be obtained either from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

Note: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the following address:

<http://lgsc.govmu.org>

- (ii) Candidates should submit their applications **in duplicate**; the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.
- (iii) Candidates are advised to read carefully the **'NOTES AND INSTRUCTIONS TO CANDIDATES'** before filling in the application form.

- (iv) The envelope should be clearly marked on the top left-hand corner: -

**“Post of Senior Word Processing Operator -
Local Government Service”**

V. CLOSING DATE:

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him **not later than 15.00 hrs on Wednesday 13 August 2025.**

IMPORTANT

- (i) *Qualifications/equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (ii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) *Applications not made on the prescribed form will not be considered.*
- (iv) *Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the Secretary of the Commission in time lies solely on applicants.*
- (v) *The Commission reserves the right:*
 - (a) *not to make any appointment following this advertisement; and*
 - (b) *to convene only the best qualified candidates for interview.*

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: 31 July 2025