

# MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY

## Circular Note No 9 of 2023

**Ref:** MAC/E/A/1/12 V14

**From:** Senior Chief Executive, Ministry of Agro-Industry and Food Security

**To:** Head of Ministries/Departments

### VACANCIES FOR THE POST OF LABORATORY AUXILIARY

Applications are invited from employees on the permanent and pensionable establishment who wish to be considered for appointment as Laboratory Auxiliary in the Ministry of Agro- Industry and Food Security.

#### NOTE

**Candidates who applied for the post in response to Ministry of Agro-Industry and Food Security Circular Note No. 4 of 2022 dated 26 August 2022, should submit fresh applications.**

#### 2. 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 qualification, consideration will be given to those 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 all experience claimed.

#### 3. DUTIES

- (i) To be responsible for the general cleanliness of Laboratories, benches, glasswares, apparatus and other laboratory equipment and for their good running condition.

- (ii) To assemble apparatus and prepare solutions and sterile culture media for carrying out analysis.
- (iii) To collect specimens and samples and to bring them to the laboratories, whenever directed.
- (iv) To keep broken apparatus in safe custody for audit or stock verification purposes.
- (v) To assist technical staff in insect rearing, collecting data for research and development programmes.
- (vi) To prepare, place and collect insect traps from the field.
- (vii) To assist the Apicultural Officer in his routine work.
- (viii) 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 Laboratory Auxiliary in the roles ascribed to him.

**Note**

Laboratory Auxiliary posted to the Agricultural Services will also be required to assist in the post-mortem of animals and disposal of carcasses.

4. **SALARY**

The permanent and pensionable post carries salary in scale Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 - 31525 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 15,745 a month.

5. The selected candidates, will, in the first instance, be appointed in a temporary capacity for a period of six months. At the end of the temporary period, on their being favourably reported upon, consideration will be given for their appointment in a substantive capacity.

6. **MODE OF APPLICATION AND CLOSING DATE**

- (a) Qualified candidates should submit their applications in **duplicate** on the attached pro-forma as follows:
  - (i) Section A of the **original** to be filled in by candidates and submitted directly to the Senior Chief Executive, Ministry of Agro-Industry and Food Security, Human Resource Section, 5<sup>th</sup> Floor, Dentamax House, Dumas Street, Port Louis, not later than **Thursday 31 August 2023 at 3.00 p.m;** and
  - (ii) the **duplicate** through their respective Supervising/Responsible Officers who will forward it duly completed, to the Senior Chief Executive within a week after the closing date.
- (b) Photocopies of birth and educational certificates and the National Identity Card should be submitted along with applications and applicants should produce the originals as and when called upon to do so.
- (c) Heads of Ministries/Departments are requested to bring the contents of this circular to the notice of all eligible employees (**including those on leave locally and abroad**) and to transmit the applications duly made on the prescribed form

by the closing date as mentioned at paragraph 6 and state where applicable the period/s during which the applicant has performed the duties of Laboratory Auxiliary.

- (d) The envelope should be clearly marked on the top left-hand corner – **“Post of Laboratory Auxiliary, Ministry of Agro-Industry and Food Security.”**

7. **IMPORTANT**

- (i) 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. 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.
- (iii) Applications not made on the prescribed form **will not be accepted.**
- (iv) Applications received **after** the closing date **will not be accepted.**
- (v) Only the best qualified candidates will be called for interview.
- (vi) The Ministry reserves the right not to make any appointment following this advertisement.

**Date:** 11 August 2023

**Ministry of Agro-Industry  
and Food Security  
5<sup>th</sup> Floor, Dentamax House  
Dumas Street  
Port Louis**