

MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY

CIRCULAR NOTE NO. 10 OF 2023

MAC/E/A/1/49 V14

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

To: Head of Division/Section/Unit

VACANCIES FOR THE POST OF TRADESMAN'S ASSISTANT

Applications are invited from among employees on the permanent and pensionable establishment who wish to be considered for appointment as **Tradesman's Assistant** in the Ministry of Agro-Industry and Food Security in the following trades: -

- (i) **Motor Mechanic**
- (ii) **Automobile Electrician**
- (iii) **Cabinet Maker**
- (iv) **Welder**
- (v) **Plumber and Pipe Fitter**
- (vi) **Carpenter**
- (vii) **Mason**
- (viii) **Coach Painter**
- (ix) **Painter**

Note:

Candidates who applied for the post in response to Ministry of Agro-Industry and Food Security Circular No.8 of 2022 should submit fresh applications.

2. Qualifications

By selection from among employees on the permanent and pensionable establishment of the Ministry who-

- (a) possess the Certificate of Primary Education; and
- (b) have knowledge of the appropriate trade.

Note 1:

In the absence of qualified employees on the permanent and pensionable establishment of the Ministry, by selection from among serving employees on the permanent and pensionable who possess the qualifications at (a) and (b) above.

Note 2:

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to those who show proof of being literate.

Note 3:

Tradesman's Assistant will be required to pass the appropriate trade test to be eligible for appointment as Tradesman in the relevant trade.

3. **Duties**

- (i). To work under the supervision of a Tradesman and to assist the latter.
- (ii). To be familiar with the tools of the trade and to use them to perform operations, as appropriate and under guidance, so as to develop gradually the skills necessary for the trade.
- (iii). To ensure, under the tradesman's guidance, that all tools, equipment and accessories used in the trade are kept in good working condition.
- (iv). To carry out simple repair works and other operations as may be directed by the tradesman.
- (v). To use tools and equipment within safe workshop practices.
- (vi). 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 Tradesman's Assistant in the roles ascribed to him.

4. **SALARY**

The permanent and pensionable post carries salary in scale Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625

Appointment in a temporary capacity in the grade carries a flat salary of Rs 13,975 a month.

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.

5. **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, 5th Floor, Dentamax House, Dumas Street, Port Louis, not later than **20 September 2023**; and
 - (ii) the **duplicate** through their respective Head of Division/Section/Unit 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) The envelope should be clearly marked on the top left-hand corner – “**Post of Tradesman's Assistant, Ministry of Agro-Industry and Food Security**”.

6. **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: **31 August 2023**

**Ministry of Agro-Industry
and Food Security
5th Floor, Blendax House
Dumas Street
Port Louis**