

NATIONAL ASSEMBLY

Circular Note No. 1 of 2025

Vacancy for the post of Handy Worker

Applications are invited from among qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Handy Worker in the National Assembly.

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education.

Note

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

III. DUTIES AND SALARY

1. To clean, among others, offices, stores, drains, gutters and as well as washing, cleaning and stowing empties to maintain the physical environment at a good standard.
2. To load, unload and move stores items, furniture, and equipment and handle other materials.
3. To collect keys and deposit same from/to Police Station/Police Post.
4. To destroy and dispose of waste materials.
5. To accompany officers in government vehicles, as and when required.
6. To open and close gate, control entry traffic, as and when required.
7. To keep a register for recording the date, number of vehicles/persons entering the premises, purpose of visit, time of entry and exit.
8. To clean electrical appliances.
9. To collect and despatch correspondences, as and when required.
10. To carry out simple maintenance of storage and handling equipment.
11. To perform simple gardening duties, as and when required.
12. 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 Handy Worker in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale of Rs 13,745 x 230 – 13,975 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 a month plus salary compensation.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed Application Form annexed to this Circular Note.
2. Envelopes should be clearly marked on the top left-hand corner “Post of Handy Worker, National Assembly”.
3. Candidates should submit their application **in duplicate**, the original to be sent directly to the Clerk of the National Assembly (Human Resource Section), 2nd Floor, Parliament House, Port Louis and the duplicate through their respective Supervising/Responsible Officer who will forward it, duly completed, to the Clerk of the National Assembly (Human Resource Section) within a week after the closing date.
4. Application **not** made on the prescribed form will **not** be accepted.

NOTE:

1. Application Forms may be obtained from the Human Resource Section of the National Assembly, 2nd Floor, Parliament House, Port Louis.
2. Application Forms are also available on the website of the National Assembly at the following address: **[https:// mauritiusassembly.govmu.org](https://mauritiusassembly.govmu.org)**

IMPORTANT

- (i) 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 candidate has already been appointed, to the termination of his appointment.
- (ii) Only qualified candidates should apply.
- (iii) Applications received **after** the closing date will not be accepted.
- (iv) A photocopy of birth and educational certificates should be submitted along with the application but applicant should produce the original if and when called upon to do so.
- (v) The National Assembly reserves the right not to make any appointment following this advertisement.
- (vi) Supervising Officers in charge of Ministries/Departments should ensure that the contents of this Circular Note are brought to the attention of all eligible employees. In case of eligible employees who are overseas or on leave, a copy

of this Circular Note together with the Application Form should be despatched to these employees on the very day on which this Circular Note reaches their Ministry/Department.

V. CLOSING DATE

Applications should reach the Clerk of the National Assembly (Human Resource Section), 2nd Floor, Parliament House, Port Louis, **not later than 1500 hrs (local time) on 23 October 2025.**

**National Assembly
Parliament House
Port Louis**

Date: 03 October 2025