MINISTRY OF OCEAN ECONOMY, MARINE RESOURCES, FISHERIES, SHIPPING AND OUTER ISLANDS

**Circular Letter No. 1 of 2017**

**FCR/E/2/14/1**

**From: Permanent Secretary**

**To : Heads of Ministries/Departments**

**Vacancy for the Post of Carpenter in the**

**Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands**

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Carpenter in the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands.

**II. QUALIFICATIONS**

By appointment of Tradesman's Assistant who have passed the appropriate trade test.

**NOTE**

1 In the absence of qualified Tradesman's Assistant by selection from among employees on the permanent and pensionable establishment who:

 (i) possess the Certificate of Primary Education; and

 (ii) have passed the appropriate trade test.

2 Candidates not possessing the qualification at (i) above will also be considered provided they can show proof of being literate.

**III. DUTIES AND SALARY**

1. To carry out necessary measurements and calculations of the trade.

2. To use and maintain in good condition all tools in general use in the trade.

3. To identify the properties, uses and working characteristics of all timbers locally used in the trade.

…/2

4. To make all types of joints such as glued, pinned, wedged, bolted or fitted joints in carpentry, whether in interior or heavy structural work.

5. To make and finish boarded panels and floorings.

6. To make and fix skirtings and internal joinery.

7. To make and fix doors, windows, louvres etc., fit hinges and fit mortise lock in doors.

8. To carry out common types of repair work to an existing building or structure and any type of repair work to timbered structures.

9. To make free hand dimensioned sketches.

10. To mark out from drawings the timbers for the repair or construction of a framework, roof truss or any type of structure.

11. To carry out from drawings and specifications, the construction of any structure or building, preparing and setting out all timber members and erecting all partitions, roofs, doors and window frames etc.

12. To take off quantities from plans and prepare cutting lists and use a woodworking lathe if required.

13. To perform such cognate duties as may be assigned.

 The permanent and pensionable post carries salary in the scale of Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975 a month plus salary compensation at approved rates.

 Selected candidate will in the first instance be appointed in a temporary capacity of six months with salary at the flat rate of Rs 13010 a month plus salary compensation.

**IV. MODE OF APPLICATION**

(a) Qualified candidates should submit their application on the prescribed Application Form which may be obtained at the Human Resource Office, Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands, 4th Floor, LICI Centre, John Kennedy Street, Port Louis or on the website of the Ministry at [http://fisheries.govmu.org](http://blueconomy.govmu.org/).

(b) Applications should be submitted in **duplicate**, the original to be sent directly to the Permanent Secretary, Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands, 4th Floor, LICI Centre, John Kennedy Street, Port Louis (Human Resource Section), **within the closing date** for submission of applications and the duplicate through their respective Supervising/Responsible Officer who will forward the duly filled in form to the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands on the above address **within a week of the closing date**.

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(c) Applications **not** made on the prescribed form will not be accepted.

(d) Envelopes should be clearly marked on the top left-hand corner “Post of Carpenter,” Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands.

**Important**

(i) 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.

(ii) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.

(iii) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so.

(iv) Only the best qualified candidates will be called for interview.

**V. CLOSING DATE OF APPLICATION**

(a) Applications should reach the Permanent Secretary, Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands, 4th Floor, LICI Centre, John Kennedy Street, Port Louis (Human Resource Section), not later than **06 February 2017 at 3.30 p.m.**

(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, lies solely on applicants.

 **Ministry of Ocean Economy, Marine Resources,**

 **Fisheries, Shipping and Outer Islands**

 **4th Floor, LICI Centre**

 **John Kennedy Street**

 **Port Louis.**

**Date: 16 January, 2017**