

**MINISTRY OF OCEAN ECONOMY, MARINE RESOURCES,
FISHERIES AND SHIPPING**

Circular Letter No. 01 of 2018

FCR/E/2/23

From: Permanent Secretary

To: Heads of Ministries/Departments

**Vacancy for the Post of Laboratory Auxiliary in the
Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping**

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

II. 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 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 at least six months' experience in laboratory work.

Candidates should produce written evidence of experience claimed.

III. DUTIES AND SALARY

1. To be responsible for the general cleanliness of laboratories, benches, glasswares and other equipment and for their good running condition.
2. To assemble apparatus and prepare solutions and sterile culture media for carrying out analysis.
3. To collect specimens whenever directed.
4. To collect water samples for chemical and micro-biological analysis.
5. To keep a register of chemicals, specimens, glasswares and other apparatus.
6. To prepare medium for plankton culture and to record physical parameters in ponds and culture tanks indoor and outdoor.
7. To prepare, keep and feed specimens, fish and test animals, whenever required.
8. To assist -
 - (i) scientific and technical staff in the requisitioning of laboratory chemicals and equipment, as and when necessary;
 - (ii) the officer in charge of the laboratory in updating chemical, equipment and apparatus registers on a monthly basis;
 - (iii) in the maintenance of equipment with contractor; and
 - (iv) in the disposal of chemical and biological waste.
9. To keep broken apparatus and glasswares in safe custody for audit or stock verification purposes.
10. To guide and direct visitors, as and when required.
11. 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

- (i) Laboratory Auxiliaries may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.
- (ii) Laboratory Auxiliaries will be required to work in all laboratories

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 – 27075** a month plus salary compensation at the approved rate.

The 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 at the approved rate.

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 and Shipping, 4th Floor, LICI Centre, John Kennedy Street, Port Louis or on the website of the Ministry at <http://oceaneeconomy@gov.mu.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 and Shipping, 4th Floor, LICI Centre, John Kennedy Street, Port Louis (Human Resource Section), **within the closing date** 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 and Shipping on the above address **within a week of the closing date**.
- (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 Laboratory Auxiliary”, Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping.

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 and Shipping, 4th Floor, LICI Centre, John Kennedy Street, Port Louis (Human Resource Section), not later than **05 April 2018 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 and Shipping
4th Floor, LICI Centre
John Kennedy Street
Port Louis.**