

REPUBLIC OF MAURITIUS

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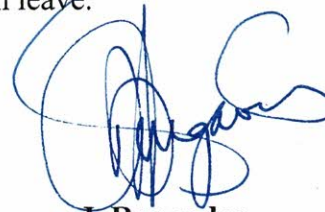
YOUR REF.

22 February 2022

From: Commissioner of Prisons**To: Head of Ministries/Departments****Subject: Vacancy for the post of Mason**

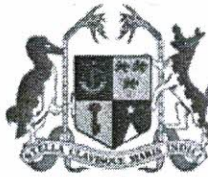
Please find enclosed copy of Circular Note No 1 of 2022 inviting applications from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Mason in the Mauritius Prison Service.

2. It would be appreciated if the contents of the Circular Note could be brought to the attention of all eligible employees of your Ministry/Department, including those on leave.



J. Rungadoo
Ag Commissioner of Prisons

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MAURITIUS PRISON SERVICE

CIRCULAR NOTE NO. 1 OF 2022

From: Commissioner of Prisons

**To: Head of Ministries/Departments
Officer in Charge, Institutions/Sections/Units**

VACANCY FOR THE POST OF MASON

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Mason in the Mauritius Prison Service.

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who possess the National Trade Certificate Level 3 (NTC 3) in Masonry and Concrete Work issued jointly by the Mauritius Examinations Syndicate and Mauritius Institute of Training and Development (MITD) [formerly the Industrial and Vocational Training Board (IVTB)] or the National Certificate Level 3 (NC 3) in Masonry and Concrete Work awarded by the Mauritius Institute of Training and Development (MITD) or an equivalent qualification acceptable to the Public Service Commission.

III. SELECTION PROCEDURE

Only the best qualified candidates will be called for interview.

IV. DUTIES AND SALARY

1. To carry out necessary measurements and calculations of the trade in accordance with technical specifications.
2. To mix mortar and concrete for use for the structures under construction.
3. To set out foundations and set levels and square angles accurately.
4. To cut and dress stones or bricks for any purpose.
5. To build –
 - (i) coursed stone walls in correct bond;
 - (ii) walls with “libages” and know the correct use of the “parpaings”, point joints in stone walls; and
 - (iii) walls with concrete blocks and fairfaced rocks.

6. To prepare walls for concreting and carry out necessary concreting.
7. To render in cement surfaces and angles, to lay and trowel cement floors to levels and fix all types of tiles.
8. To advise on the use and purchase of materials, tools and equipment, as may be required.
9. To take off quantities of materials from plan and to prepare and lay reinforcements as defined in plans/drawings.
10. To train and guide other workers under his supervision.
11. To follow all safety guidelines when using specific tools and equipment of the trade.
12. To use and maintain in good conditions, all tools, equipment and accessories of the trade.
13. 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 Mason in the roles ascribed to him.

Selected candidates will be appointed in a temporary capacity in the first instance and will draw salary at the flat rate of Rs 15,745 a month plus salary compensation at approved rates. They will, subject to satisfactory service, be offered appointment in a substantive capacity and will draw salary in the scale Rs 15, 745 x 260 – 17, 825 x 275 – 18, 925 x 300 – 19,525 x 325 – 21, 475 x 375 – 22, 225 x 400 – 23, 425 x 525 – 26, 050 x 675 – 27, 400 x 825 – 28, 225 a month.

V. MODE OF APPLICATION

- (a) Applications should be submitted on the prescribed Application Form (Annex A) which may be obtained from the **Human Resource Section of the Mauritius Prison Service, Headquarters, Beau-Bassin** or on the website of the Department at the following address: prisons.govmu.org. The duly filled in form should include full details regarding the applicant's previous experience and other factors which may qualify him to carry out the duties of the post.
- (b) Applications should be submitted in **duplicate** as follows:
 - (i) The original to be filled in by candidates at Section A and to be sent directly to the Commissioner of Prisons, Mauritius Prison Service, Beau-Bassin (Human Resource Section), **within the closing date for submission of applications;** and
 - (ii) the duplicate through their respective Supervising/Responsible Officers who will forward it, duly completed to the Mauritius Prison Service 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 Mason, Mauritius Prison Service".

VI. IMPORTANT

- (i) Care should be taken to fill in the application form correctly. **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.
- (ii) Qualifications obtained **after** the closing date for the submission of applications as specified in the advertisement **will not be accepted.** The onus for the prompt submission of applications so that they reach the Commissioner of Prisons, lies solely on applicants. Only qualified persons should apply.
- (iii) The original 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) The Mauritius Prison Service reserves the right **not** to make any appointment following the advertisement.

VII. CLOSING DATE OF APPLICATION

Applications should reach the Commissioner of Prisons, Mauritius Prison Service, Beau-Bassin (Human Resource Section) **not later than 3.00 p.m (local time) on Monday 14 March 2022.**

**Mauritius Prison Service
Soobramanien Bharathi Road
Beau-Bassin**

Date: 22 February 2022

MAURITIUS PRISON SERVICE
Application for the Post of Mason

SECTION A

(To be filled in by Applicant)

1.	Title (Mr/Mrs/Miss): Surname (in block letters):																																																																				
2.	Other Names (in block letters):																																																																				
3.	Maiden Name (if applicable):																																																																				
4.	Residential Address (in block letters):																																																																				
5.	Posting: (Ministry/Division/Section/School)																																																																				
6	Present Post held:(Whether casual/temporary/substantive):.....																																																																				
7	Date of Birth: Age:																																																																				
8	National Identity Card No:																																																																				
9	Date joined Service:																																																																				
10	Date of First Appointment:																																																																				
11	Date of Present Appointment:																																																																				
12	Date of appointment on Permanent and Pensionable Establishment (PPE):																																																																				
13	Tel (Office): Residence:																																																																				
14	<p>Educational Qualifications:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;"></td> <td style="width: 45%;">(i) Certificate of Primary Education</td> <td style="width: 20%;">Year:</td> <td style="width: 30%;">Result: Pass/Fail</td> </tr> <tr> <td></td> <td style="text-align: center;">Subjects</td> <td></td> <td style="text-align: center;">Grade</td> </tr> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td></td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td></td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td></td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td></td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td></td> <td>.....</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>.....</td> <td></td> <td>.....</td> </tr> <tr> <td></td> <td colspan="3">(ii) Other qualifications:</td> </tr> <tr> <td></td> <td colspan="3">.....</td> </tr> <tr> <td></td> <td colspan="3">.....</td> </tr> <tr> <td></td> <td colspan="3">.....</td> </tr> <tr> <td></td> <td colspan="3">(iii) Any experience relevant to the post. Please attach documentary evidence.</td> </tr> <tr> <td></td> <td colspan="3">.....</td> </tr> <tr> <td></td> <td colspan="3">.....</td> </tr> <tr> <td></td> <td style="text-align: center;">.....</td> <td></td> <td style="text-align: center;">.....</td> </tr> <tr> <td></td> <td style="text-align: center;">Date</td> <td></td> <td style="text-align: center;">(Signature of Applicant)</td> </tr> </table>		(i) Certificate of Primary Education	Year:	Result: Pass/Fail		Subjects		Grade	1.	2.	3.	4.	5.	6.		(ii) Other qualifications:							(iii) Any experience relevant to the post. Please attach documentary evidence.					Date		(Signature of Applicant)
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Section B: (To be filled by Head of Division/Section/Unit of Ministry/Department concerned)

(i) Record of Sick Leave 2019: 2020: 2021:	(ii) Record of unauthorized absence 2019: 2020: 2021:
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- (ii) Report on applicant:
- (a) Work:
 - (b) Conduct:
 - (c) Attendance:
- (iii) Comments, if any, on experience claimed and any other remarks:
.....
.....

Date: (Signature of Officer)
Name (in full)
Designation

Section C: (To be filled by Human Resource Section of Ministry/Department where applicant is posted)

- (i) Whether officer has been subject to any disciplinary action for the past ten years: (Yes/No)
In the affirmative, please give details
.....
.....

(ii) I certify that particulars under Sections A to C are correct.

Date: (Signature of Officer)
Name (in full)
Designation

Stamp of Ministry