

PRIME MINISTER'S OFFICE

CIVIL STATUS DIVISION

CIRCULAR NOTE No. 1 OF 2026

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 Prime Minister's Office (Civil Status Division).

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

1. To open and close store premises under the supervision of an officer of the Procurement and Supply Cadre.
2. To load, unload and move stores items, furniture, equipment and other materials.
3. To collect and despatch correspondence, as and when required.
4. To clean office premises and maintain the physical environment at a good standard.
5. To destroy and dispose of waste materials.
6. To clean electrical appliances.
7. To attend to visitors.
8. To usher in/guide visitors to officers/sections concerned and maintain a record of such visits, as and when required.
9. To place and arrange items of stores on shelves and to maintain them clean and in an orderly manner.
10. To accompany officers in government vehicles, 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 Handy Worker in the roles ascribed to him.

IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs 22,175 x 270 –22, 445 x 300 –26,945 x 320 –28,865 x 350 –30,965 x 400 –31,765.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 22,175 a month. However, employees drawing more than the initial salary of the post of Handy Worker, will retain the salary of their substantive post.

Note:

“However, for the year 2026, you will draw the corresponding discounted salary of Rs 20,384 as specified at Row 3 of the Consolidated Master Conversion Table the Annex to the Ministry of Public Service and Administrative Reforms Circular Letter No.3 of 2026”.

V. 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, Prime Minister’s Office (Civil Status Division)”.
3. Candidates should submit their application in **duplicate**, the original to be sent directly to the Registrar of Civil Status, Civil Status Division, 7th Floor, Emmanuel Anquetil Building, Port Louis (Human Resource Section) and the **duplicate** through their respective Supervising / Responsible Officer which will forward it, duly completed form, to the Civil Status Division, 7th Floor, Emmanuel Anquetil Building, Port Louis **within a week after the closing date**.

NOTE:

1. Application forms may be obtained from the Human Resource Section of the Civil Status Division, 7th Floor, Emmanuel Building, Port Louis.
2. Application forms are also available on the website of the Civil Status Division at the following address: <https://csd.govmu.org>

IMPORTANT

1. 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;
2. Only qualified candidates should apply;
3. Applications received **after** the closing date indicated at paragraph VI below will not be accepted;

4. Applications not made on the prescribed form will not be accepted;
5. Incomplete, inadequate or inaccurate filling of the Application Form may cause elimination of the candidates from the selection exercise;
6. The Civil Status Division reserves the right **not** to make any appointment following this advertisement.

VI. CLOSING DATE

- (a) Applications should reach the Registrar of Civil Status (Human Resource section), Civil Status Division, Prime Minister's Office, 7th Floor, Emmanuel Anquetil Building, Port Louis **not later than 15 00 hours (local time) on 25 May 2026.**
- (b) Applications obtained after the closing date will **not** be accepted. The onus for the prompt submission of applications lies solely on applicants.

VII. IMPORTANT

Supervising Officers in charge of Ministries/Departments should ensure that the contents of the Civil Status Division, Prime Minister's Office Circular Note No1 of 2026 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 dispatched to these employees on the very day on which this Circular Note reaches their Ministry/Department.

**Prime Minister's Office
Civil Status Division
Emmanuel Anquetil
Building
Port Louis**

Date: 30 April 2026