

**MINISTRY OF ARTS AND CULTURE**  
**(NATIONAL ARCHIVES DEPARTMENT)**

**Circular Note No. 2 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 Ministry of Arts and Culture (National Archives Department).

**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 office premises.
2. To provide general assistance in the Bindery/Restoration sections.
3. To perform simple binding duties.
4. To stack and shift archival materials.
5. To handle and operate simple equipment such as laminating machine, paper restoration equipment, photocopying machine.
6. To clean and maintain the physical environment of offices and premises at a good standard.
7. To load and unload stores items.
8. To answer calls or bells and attend to visitors.
9. To despatch documents.
10. 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 scale **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 at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 13,745 a month, plus salary compensation at approved rates. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

#### V. MODE OF APPLICATION

- (a) Qualified candidates should submit their applications as per the attached Application Form **in duplicate** as follows: -
  - (i) Section A of the **original** to be filled in by candidates and submitted directly to the Acting Director, National Archives before 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 Acting Director, National Archives, National Archives Department, Development Bank of Mauritius Complex, Industrial Zone, Coromandel (Human Resource Section) **within a week after the closing date**.
- (b) Application **not** made on the prescribed form will **not** be accepted.

#### Note:

This Circular Note together with the prescribed application may also be obtained on the website of the Department at the following address: <https://nationalarchives.govmu.org>.

- (c) Photocopies of birth and educational certificates and the National Identity Card should be submitted along with the applications and applicants should produce the originals as and when called upon to do so.
- (d) The envelope should be clearly marked on the top left-hand corner – **“Post of Handy Worker”**

#### VI. IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of the candidate. 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 specified closing date and time for the submission of applications will not be considered;

- (iii) The onus for the prompt submission of applications so that they reach the Acting Director, National Archives, National Archives Department in time lies solely on applicants. Only qualified employees should apply;
- (iv) The originals of Birth, Marriage and Educational Certificates should **not** be submitted with the application, but applicants should produce these if and when called upon to do so; and
- (v) Heads of Ministries/Departments should ensure that the contents of this Circular Note are brought to the attention of all eligible employees and that, in case of eligible employees who are **overseas or on leave**, a copy of this Circular Note together with the Application Form are despatched to these employees on the very day on which this Circular Note reaches their Ministry/Department.

## **VII. CLOSING DATE**

- (a) Applications should reach the Acting Director, National Archives, National Archives Department, Development Bank of Mauritius Complex, Industrial Zone, Coromandel (Human Resource Section), **not later than 3.30 p.m. on Thursday 23 October 2025.**

**National Archives Department  
Development Bank of Mauritius Complex  
Industrial Zone  
Coromandel**

**Date: 03 October 2025**