



## Communiqué

### NATIONAL ENVIRONMENT CLEANING AUTHORITY

operating under the aegis of the Prime Minister's Office

#### NOTICE OF VACANCIES

The National Environment Cleaning Authority invites applications from suitably qualified candidates who wish to be considered for appointment for the following posts:

- (A) Office Attendant
- (B) Driver
- (C) Gardener / Nursery Attendant
- (D) General Worker

#### II. AGE LIMIT

For the above posts, candidates should not be above **48 years** of age unless already in service in the Public Sector by the closing date of submission of applications.

#### III. For post (A) - Office Attendant

##### (i) QUALIFICATIONS

A Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board of the National Environment Cleaning Authority.

##### (ii) SALARY SCALE

Rs 14,725 x 250 – 15,225 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 – 23,950

#### For post (B) – Driver

##### (i) QUALIFICATIONS

(a) Candidates should:

- (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate;

- (ii) possess a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons;
- (iii) have a basic knowledge of mechanics and simple maintenance; and
- (iv) have good eyesight.

**(ii) SALARY SCALE**

Rs 15,485 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

**For post (C) – Gardener / Nursery Attendant**

**(i) QUALIFICATIONS**

(a) Candidates should:

- (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate; and
- (ii) reckon at least three years' experience in gardening and nursery techniques.

**(ii) SALARY SCALE**

Rs 14,725 x 250 – 15,225 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 – 23,950

**NOTE:**

Candidates should produce written evidence of experience claimed.

**For post (D) – General Worker**

**(i) QUALIFICATIONS**

A Certificate of Primary Education or the Primary School Achievement Certificate.

**(ii) SALARY SCALE**

Rs 10,250 x 175 – 10,775 x 200 – 11,775 x 205 – 12,595 x 230 – 13,975 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,150

#### **IV. MODE OF APPLICATION**

- (i) The Notice of Vacancies and the National Environment Cleaning Authority Application Forms as well as other details regarding qualifications, duties, etc. are available at the seat of the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at [neca.govmu.org](http://neca.govmu.org);
- (ii) Qualified candidates should submit their applications on the National Environment Cleaning Authority's prescribed Application Form which **can be obtained as from Wednesday 13 March 2024** at the National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius or from the website at [neca.govmu.org](http://neca.govmu.org);
- (iii) Applications should be submitted with photocopies of all supporting documents **to the Officer in Charge, National Environment Cleaning Authority, 2nd Floor - Wing A, Shri Atal Bihari Vajpayee Tower, Ebène Cybercity, Mauritius** by post or mail at [hr@neca.mu](mailto:hr@neca.mu); and
- (iv) Applications received after the specified closing date and time will not be considered.

#### **V. CLOSING DATE**

All applications should reach the Officer-in-Charge, National Environment Cleaning Authority not later than **Tuesday 02 April 2024 by 15.30 hours**.

#### **VI. NOTE**

- a) Application Forms should be filled in correctly. Late and/or wrongly filled in Application Forms as well as those not made on the prescribed form will not be considered.
- b) The post applied for should be clearly specified on the top left hand-corner of the envelope.
- c) The Authority reserves the right to convene only the best qualified candidates for interview.
- d) The National Environment Cleaning Authority reserves the right not to fill the vacancies as a result of this advertisement.

**Date: 06 March 2024**

**National Environment Cleaning Authority  
2nd Floor - Wing A, Shri Atal Bihari  
Vajpayee Tower, Ebène Cybercity**