**Ministry of Gender Equality and Family Welfare**

**CIRCULAR NOTE No 3 OF 2021**

**Vacancy for the post of Stores Attendant**

Please refer to the Ministry’s Circular Note No 2 of 2021 with regard to the above post.

Following the COVID-19 Lockdown (10 March to 30 April 2021), the Ministry has decided to extend the closing date to **Thursday 13 May 2021 at 15 30 hrs.**

**I. MODE OF APPLICATION**

1. Qualified candidates should submit their application on the prescribed application form available at the **Human Resource Section of the Ministry of Gender Equality and Family Welfare, 6th floor, Newton Tower, Sir W. Newton Street, Port Louis or on website of the Ministry at the following address:** [**http://gender.govmu.org**](http://gender.govmu.org)

2. Applications should be submitted **in duplicate** as follows:

(a) the original to be filled in by candidates at Part A and sent directly to the Human Resource Section of the Ministry of Gender Equality and Family Welfare, 6th floor, Newton Tower, Sir W. Newton Street, Port Louis **within the closing date**; and

(b) the duplicate through their respective Supervising/Responsible Officer who will forward it duly completed to theHuman Resource Section of the Ministry of Gender Equality and Family Welfare, 6th Floor, Newton Tower, Sir W. Newton Street, Port Louis, **within a week of the closing date**.

(c) Envelopes should be clearly marked on the top left-handed corner “Post of Stores Attendant, Ministry of Gender Equality and Family Welfare.”

3. The original of birth and educational certificates should **not** be submitted with the applications but applicants should produce these if and when called upon to do so.

 **Important**

1. The completed forms should contain full details regarding the applicant’s previous experience, qualifications and any other information which would qualify him to carry out the duties of the post of Stores Attendant.
2. Qualifications obtained **after** the closing date will not be accepted. Only qualified persons should apply.
3. Incomplete, inadequate or inaccurate filling of the application form may cause elimination of the candidates from the selection exercise. 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.
4. Application **not** made on the prescribed form **will not be accepted**.
5. Application received **after** the closing date and time **will not be accepted**.
6. Non submission of written evidence of knowledge claimed may entail elimination of the applicant.
7. Only qualified candidates will be called for interview.
8. The Ministry reserves the right **not** to make any appointment following the advertisement.

**II** Heads of Ministries/Department should ensure that the contents of this Circular letter are brought to the attention of all eligible employees. In case of eligible employees who are on leave/overseas, Heads of Ministries/Departments should ensure that copies of this circular, together with the application form are dispatched to them on the very day on which this Circular reaches their Ministry/Department**.**

**III** Candidates who have already submitted their application forms for the above post, are advised **not** to re-submit another application.

 **Ministry of Gender Equality and Family Welfare, 6th floor, Newton Tower,**

 **Sir William Newton Street,**

**Date: 5 May, 2021 Port Louis**