

**SMALL FARMERS WELFARE FUND**  
**VACANCY FOR THE POST OF GENERAL WORKER**

**Applications are invited from qualified candidates for the post of General Worker**

**Qualifications:** A. 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.

**Duties:**

1. To clean office premises.
2. To open, close and watch premises during business hours.
3. To keep the yard tidy and clean.
4. To run errands including the dispatch of correspondence, forms and material and the distribution of files and documents.
5. To operate a duplicating machine and other simple office equipment.
6. To prepare and serve tea and refreshments.
7. To assist skilled workers in conservation works.
8. To assist in the organisation of events.
9. 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 General Workers in the roles ascribed to them.

**Salary Scale:** Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150

**Age Limit**

Candidates, unless already in Service, should **not** have reached their 48<sup>th</sup> birthday by the closing date for submission of applications.

### **Mode of Application**

Application giving full details of qualifications and experience supported by duly certified copies of certificates and other relevant details as well as **ONUS** of equivalence of qualifications where applicable, on the prescribed Application Form should be submitted to the Manager at the above address not later than **Thursday 26 October 2023 at 3.00 p.m.** The prescribed application form is available during office hours (weekdays only) at the Head Office of the Small Farmers Welfare Fund, 2<sup>nd</sup> Floor, MCIA (ex-FSC Building), St. Pierre, or on the website of the SFWF <http://sfwf.govmu.org>.

**26 September 2023**