

Organisation: Sir Seewoosagur Ramgoolam Botanic Garden Trust

Post: Technical Assistant/Senior Technical Assistant

Salary: Rs 17,305 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 x 825 – 35,650 x 900 – 37,450 x 950 – 41,250 (SSRBGT 18)

Qualifications:

A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Biology or Chemistry or Physics obtained at not more than two sittings or

(ii) Passes not below Grade C in at least five subjects including English Language, French and Biology or Chemistry or Physics obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they **possess** passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Cambridge Higher School Certificate with passes at “Principal Level” in at least two subjects including Biology or Chemistry or Physics obtained on one certificate or Passes in at least two subjects including Biology or Chemistry or Physics obtained on one certificate at the General Certificate of Education “Advanced Level”

OR

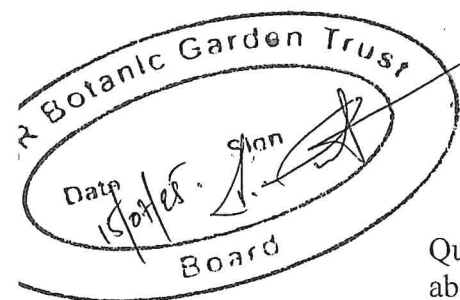
Equivalent qualifications to A and B above acceptable to the Board of the Sir Seewoosagur Ramgoolam Botanic Garden Trust.

C. Candidates should –

- (i) possess effective organising skills;
- (ii) possess good interpersonal and communication skills; and
- (iii) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge/experience claimed.



Duties:

1. To be responsible –
 - (i) to the Technical Officer/Senior Technical Officer or other officers of the Technical Cadre for looking after livestock and performing animal husbandry practices when directed at the Sir Seewoosagur Ramgoolam Botanic Garden Trust;
 - (ii) for the sale of agricultural produce, collection of fees and remittance into bank; and
 - (iii) for the health and safety of employees working under his supervision.
2. To perform general duties in connection with field work of the Garden which include –
 - (i) record of stores and stores ledgers, record attendance and allocation of tasks of employees of the Workmen's Group including Stockmen;
 - (ii) the preparation of paysheets of General Workers and Stockmen and other bills for payment; and
 - (iii) the selection and issue of plants from the Nursery to the Sales Section and the selection of other crop practices.
3. To provide assistance during conferences, seminars, exhibitions and other related activities organised by the Sir Seewoosagur Ramgoolam Botanic Garden Trust.
4. To effect site visits, attend meetings, workshops and trainings, as and when required.
5. To assist technical staff in research, development and other technical duties
6. To use ICT in the performance of his duties.
7. 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 Technical Assistant/Senior Technical Assistant in the roles ascribed to him.

