

MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

CIRCULAR NOTE NO. 21 OF 2026

VACANCY FOR THE POST OF DRIVER

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver in the Ministry of Public Service and Administrative Reforms.

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who -

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

NOTE 1

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

NOTE 2

Selected candidates will be required to -

- (i) undergo a medical test to be carried out by the Ministry of Health and Wellness to assess their eyesight; and
- (ii) obtain a service driving licence (manual gear).

III. DUTIES AND SALARY

1. To drive Government vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Ministry.
2. To carry out simple checks/maintenance tasks including -
 - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;

- (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (d) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (e) monitoring mileage run/period vehicle is used, and informing the officer-in-charge of transport when servicing is due;
 - (f) washing and cleaning the vehicle's body and interiors;
 - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (h) checking of battery electrolyte level and topping up, as and when necessary; and
 - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect observed to the officer-in-charge of transport and take the vehicle to workshop for repair/servicing as instructed by the latter.
 4. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breakdown on the road.
 5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
 6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
 7. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
 8. To perform any such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Driver in the roles ascribed to him.

Note

1. Drivers may be required to work outside normal working hours including Sundays and Public Holidays.
2. Drivers should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

IV. SALARY

The permanent and pensionable post of Driver carries salary in the scale **Rs 24,245 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290** a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 24,245 a month plus salary compensation at approved rates. In case, the candidate is drawing salary more than the initial salary of the post of Driver, he will retain the salary of his substantive post.

However, for the year 2026, the discounted initial salary would be Rs 22, 419.

V. MODE OF APPLICATION

- (1) Qualified candidates should submit their applications, **in duplicate**, on the prescribed Application Form as follows-
 - (a) Section A of the original to be filled in by the candidates and the form to be sent directly to the Acting Senior Chief Executive, Ministry of Public Service and Administrative Reforms, Human Resource Management Section, 8th Floor, SICOM Building 2, Corner Chevreau & Reverend Jean Lebrun Streets, Port Louis; and
 - (b) the duplicate through their respective Supervising/Responsible Officer-in-charge who will forward it, duly completed and under cover of a letter, to the Acting Senior Chief Executive, Ministry of Public Service and Administrative Reforms.

Note:

- (i) The completed form should contain full details regarding the applicant's previous experience and any other factors which would qualify him to carry out the duties of the post.
 - (ii) This Circular as well as the Application Form are available on the website of the Ministry of Public Service and Administrative Reforms at <https://civilservice.govmu.org>.
- (2) A photocopy of birth and educational certificates should be submitted together with the Application Forms but applicants should produce the original if and when called upon to do so.
 - (3) Incomplete, inadequate or inaccurate information provided in the Application Form may be subject to the elimination of candidates from the competition. (Note: It is an offence to give false information 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) **Applications received after the specified closing date and time will not be considered.** The onus for the prompt submission of applications, so that they reach the Acting Senior Chief Executive, Ministry of Public Service and Administrative Reforms, 8th Floor, SICOM Building 2, Corner Chevreau & Reverend Jean Lebrun Streets, Port Louis within the time frame, lies solely on the applicants.
- (5) Applications **not made on the prescribed form** will not be considered.
- (6) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be considered.
- (7) Non-submission of written evidence of knowledge/experience claimed may entail the elimination of the applicant.
- (8) Only qualified persons should apply.
- (9) Only the best qualified candidates will be called for interview.
- (10) The Ministry reserves the right not to make any appointment following this advertisement.

VI. CLOSING DATE

Applications should reach the Acting Senior Chief Executive, Ministry of Public Service and Administrative Reforms, Human Resource Management Section, 8th Floor, SICOM Building 2, Corner Chevreau & Reverend Jean Lebrun Streets, Port Louis, **not later than 3.00 p.m. (local time) on Thursday 11 June 2026.**

VII. IMPORTANT

Supervising Officers in charge of Ministries/Departments should ensure that the contents of the Ministry of Public Service and Administrative Reforms Circular Note No. 21 are brought to the attention of all eligible officers and that, in the case of eligible employees who are overseas or on leave, a copy of this Circular Note together with the Application Form should be despatched to these employees on the very day on which this Circular Note is issued.

Date: 20 May 2026

**Ministry of Public Service and
Administrative Reforms**