GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Tertiary Education, Science and Research

Post: Driver

Salary: 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 (24 025 058)

Effective Date: 24 November 2025

Qualifications: By selection from among serving employees on the permanent and pensionable establishment who –

(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 vehicle maintenance; and

(iv) have a 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).

Duties:

1. To drive Government vehicles for the safe 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;

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for Secretary for Public Service

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(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;

(i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition; and

(j) replenishment of the fire extinguisher, as and when required and strictly comply with safety instructions in this respect.

3. To report any defect observed to the officer in charge of transport and take 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 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 Saturdays, Sundays and Public Holidays.

2. Drivers should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

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