

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources
- Post:** Driver (roster-day and night)
- Salary:** Rs 11,675 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 22,175 (24 19 47)
- Effective Date:** 5 June 2014
- 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 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 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 –

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

NOTE 3

For the first intake, by appointment of Drivers (on roster) in post as at 30 June 2008 on the permanent and pensionable establishment of the Ministry who have opted for the revised emoluments and terms and conditions set out in the Pay Research Bureau Report 2008 and who opt to join the grade of Driver (roster-day and night).

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

5 June 2014

Date.....

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Duties:

1. To drive Government vehicles for the conveyance of staff and other officials, 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 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 interior;
 - (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 vehicle to workshop for repair/servicing, as instructed by the latter.

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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 help in loading and unloading vehicles, as and when required.
8. To perform messengerial duties such as –
 - (a) running errands, despatch of correspondence and distribution of files and documents, as and when required;
 - (b) photocopying of documents, press cuttings, circulars and other papers; and
 - (c) attending the reception counter, directing visitors and keeping Visitor's Book.
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 the Driver (roster-day and night) in the roles ascribed to him.

Note

1. Drivers (roster-day and night) will be required to work on a roster basis and their turn of duty may start either before 4.00 a.m. or extend beyond 8.00 p.m., including Sundays and Public Holidays.
2. Drivers (roster-day and night) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.



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Ministry of Civil Service and
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