

**GOVERNMENT OF MAURITIUS**

Date: 10 August 2023

MY REF: E/364/6/05/01 V2

YOUR REF:

From : Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments

**SUBJECT: Vacancy for the Post of Driver**  
**Ministry of Public Service, Administrative and Institutional Reforms**

Please find enclosed a copy of this Ministry's Circular Note No.43 of 2023 inviting applications from serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver in this Ministry.

2. It would be appreciated if the contents of the above circular could be brought to the attention of all eligible officers serving in your Ministry/Department.

**T. D. Seewoonarain (Mrs)**  
**for Secretary for Public Service**

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL  
REFORMS**  
**CIRCULAR NOTE NO. 43 OF 2023**

**Vacancy for the Post of Driver in the  
Ministry of Public Service, Administrative and Institutional Reforms**

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, Administrative and Institutional Reforms.

**II. QUALIFICATIONS**

Candidates should -

- (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 a good eyesight.

**NOTE 1**

In the absence of candidates possessing the qualifications 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

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 inform 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 conditions.
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.



- (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 Secretary for Public Service.

**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, Administrative and Institutional 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 Secretary for Public Service, 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 accepted.
  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.

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 of Rs15,485 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 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs15,485 a month plus salary compensation approved rates. However, in case the candidate is drawing more than Rs15,485 a month, he will retain the salary of his substantive post.

#### **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 Secretary for Public Service, Ministry of Public Service, Administrative and Institutional Reforms, Human Resource Management Section, 8th Floor, SICOM Building 2, Corner Chevreau & Reverend Jean Lebrun Streets, Port Louis; and

**VI. CLOSING DATE**

Applications should reach the Ministry of Public Service, Administrative and Institutional 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 30 August 2023.**

**VII. IMPORTANT**

Supervising Officers in charge of Ministries/Departments should ensure that the contents of the Ministry of Public Service, Administrative and Institutional Reforms Circular Note No. 43 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 Application Form should be despatched to these employees on the very day on which this Circular Note is issued.

**Ministry of Public Service, Administrative  
and Institutional Reforms.**

**Date: 10 August 2023**

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND  
INSTITUTIONAL REFORMS**

**APPLICATION FORM FOR THE POST OF DRIVER**

**SECTION A (To be filled in by Applicant)**

1. Title: Mr  Mrs  Miss  Ms   
(Please tick as appropriate)
  
2. Surname: .....  
(In block letters)
  
3. Other Names: .....
  
4. Marital Status: Married  Single  Other: .....  
(Please tick as appropriate)
  
5. Maiden Name: .....  
(If applicable)
  
6. Date of Birth: ..... Age: .....
  
7. National Identity Card No: .....
  
8. Residential Address (in block letters): .....  
.....
  
9. Phone No: Office: ..... Home: ..... Mobile: .....
  
10. Date Joined Service: .....
  
11. Date of First Appointment: .....
  
12. Date Transferred to PPE: .....
  
13. Present Post/Appointment/Employment Held: .....  
(Whether temporary/substantive)
  
14. Date of Present Appointment/Employment: .....
  
15. Posting: (i) Present Ministry/Department: .....  
(ii) Place of work: .....
  
16. Present Basic Salary (per month): Rs .....



17. Previous Appointment/Employment held in the Government Service

Post Held	From	To	Ministry/Department

18. Educational Qualification (*Please attach photocopies of certificate/s, specify Year*)

(i) Results of Certificate of Primary Education: .....

.....

(ii) Other: .....

19. Type of valid Driving Licence held (*Please attach photocopy*)

.....

20. Experience relevant to the post applied for (*Please attach documentary evidence*):

.....

.....

21. Have you been on leave without pay while in government during last five years?

(*Please tick as appropriate*) Yes  No

If yes, please provide the period and purpose of leave without pay:

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.....

22. Have you been subject of a disciplinary action during the last ten years?

(*Please tick as appropriate*) Yes  No

If yes, indicate nature of offence and date of outcome.

.....

.....



23. Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last ten years?

(Please tick as appropriate) Yes  No

If yes, please provide details.

.....  
.....

**DECLARATION**

I, ....., the undersigned applicant, declare that the particulars in this application are true and correct.

Date: ..... Signature of Applicant: .....

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**SECTION B (To be filled in by Ministry/Department concerned)**

1. I certify that the particulars given in Section A have been verified and found correct except for the following items:

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.....  
.....

2. Does the Applicant reckon experience of the duties applied for?

If yes, please provide details.

.....  
.....

3. Does the Applicant have a basic knowledge of mechanics and simple vehicle maintenance? If yes, please provide details.

.....  
.....

4. Has the Applicant been subject to disciplinary action during the last ten years or subject to any prosecution before the Court of Law for any offence? If yes, please provide details.

.....  
.....

5. Report on the work, conduct and attendance of the Applicant:

(i) Work: .....

(ii) Conduct: .....

(iii) Attendance: .....

6. Statement of Sick Leave, Unauthorised Absences and Leave on No Pay taken by the Applicant:

Year	Sick Leave Taken	Unauthorised Absences	Leave on No Pay
2020			
2021			
2022			
2023 to date			

Signature: .....

Name (in full): .....

Post Held: .....

Phone Number: .....

**Stamp of**  
**Ministry/Department**

Date: .....