

GOVERNMENT OF MAURITIUS

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

Date: 12 September 2017

From: Senior Chief Executive, Ministry of Civil Service & Administrative Reforms

To: Supervising Officer-in-Charge of Ministries/Departments

Vacancy for the Post of Driver
Ministry of Civil Service and Administrative Reforms

Please find enclosed a copy of this Ministry's Circular Note No.22 of 2017 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.



V.P. Bundhun
for Senior Chief Executive

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Circular Note No 22 of 2017

Vacancy for the Post of Driver

Ministry of Civil Service and Administrative 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 Civil 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 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:

- (i) undergo a medical test to be carried out by the Ministry of Health and Quality of Life 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 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 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.
 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 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 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 carries salary in scale Rs 12,750 x 260 – 14,050 X 275 – 15,150 X 300 – 15,750 X 325 – 17,700 X 375 – 19,575 X 475 – 21,950 X 625 – 23,200 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 12,750 a month. However, in case candidate is drawing more than Rs 12,750, he will retain the salary of his substantive post.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed form available at the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis.
2. Photocopies of birth and educational certificates should be submitted with applications but applicants should produce the original if and when called upon to do so.
3. Applications should be submitted **in duplicate**, the original to be sent directly to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms and the duplicate through the Head of the Ministry/Department who will forward it under cover of a letter on the same line as PSC Form 22 to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, within a week after the closing date.
4. Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination. It is an offence to give information which is false 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.
5. Applications obtained after the closing date will not be accepted. The onus for the prompt submission of applications, so that they reach the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms (Human Resource Policy Unit), Level 9, SICOM Building 2, Cr. Chevreau & Rev. Jean Lebrun Streets, Port Louis
6. Applications **not** made on the prescribed form will not be accepted.
7. Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted.
8. Only qualified persons should apply.
9. Non submission of written evidence of knowledge/experience claimed may entail elimination of the applicant.
10. This circular together with the application form are available on the website of the Ministry of Civil Service and Administrative Reforms at civilservice.govmu.org

VI. CLOSING DATE

Applications should reach the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms (Human Resource Policy Unit), Level 9, SICOM Building 2, Cr. Chevreau & Rev. Jean Lebrun Streets, Port Louis **not later than 3.00 p.m. on 02 October 2017.**

VII. IMPORTANT

Heads of Ministries/Departments should ensure that the contents of the Ministry of Civil Service and Administrative Reforms Circular Note No 22 of 2017 are brought to the attention of all eligible officers and that, in the case of officers who are overseas or on leave, a copy of the Circular Note together with application forms should be despatched to such officers on the very day on which the Circular Note is issued. These officers should also be informed of the following Fax Numbers of the Ministry of Civil Service and Administrative Reform: **212 4160**

**Ministry of Civil Service
and Administrative Reforms
Level 9, SICOM Building 2
Cr. Chevreau &
Rev. Jean Lebrun Streets
Port Louis**

Date: 12 September 2017

**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
APPLICATION FOR THE POST OF DRIVER**

PART A (To be filled in by the Applicant)

1. Title: Mr Mrs Miss Ms
(Please tick as appropriate)
2. Marital Status: Married Single Other:
(Please tick as appropriate)
3. Surname:
(In block letters)
4. Other Name:
(In block letters)
5. Date of Birth:
6. National Identity Card No:
7. Full Residential Address:
(In block letters)
.....
8. Phone No: Office Home Mobile.....
9. Present Post Held:
(whether temporary/substantive)
10. Date of Present Appointment:
11. Present Posting:
 - (i) Ministry/ Department :
 - (ii) Place of work:
12. Date joined service:
13. Date of 1st Appointment:
14. Date transferred to Permanent and Pensionable Establishment:
15. Present salary per month (Basic): Rs
16. Previous appointment held in the Government Service

Appointment	From	To	Ministry/Department

- 17 Educational Qualification (please attach photocopies of certificates)
- (i) Primary:
- (ii) Other:

18 Type of valid Driving Licence/s held (Please attach photocopy)

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19. Experience relevant to the post applied for (attach documentary evidence of experience claimed)

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

Yes No

(Please tick as appropriate)

If yes, state period and purpose of leave without pay:

Period: From..... to.....

Purpose: (Employment etc).....

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

Yes No

(Please tick as appropriate)

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

.....

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21(a) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last 10 years?

Yes No

(Please tick as appropriate)

DECLARATION

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

Date: Signature of Applicant:

PART B (to be filled Human Resource Section of Ministry/Department where applicant is posted)

(i) Statement of sick leave and unauthorized absences without pay taken by applicant.

Record of Sick Leave:

Record of unauthorized absence

2014:.....

2014:.....

2015:.....

2015:.....

2016:.....

2016:.....

2017(to date).....

2017(to date).....

(ii) Has applicant been subject to any disciplinary action during the last ten years or subject to any prosecution before the court of law for any offence? Yes/No
If yes, please give details

.....
.....

(iii) Report on applicant:

Work:

Conduct:

Attendance:

(iv) Comments, if any, on experience claimed and other remarks:

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.....

(v) I certify that the particulars given in Part A and B (i) (ii) and (iii)) have been verified and found correct, except:

.....
.....

Stamp of
Ministry/Department

Signature:

Name (in full):

Post Held:

Contact No:

Date: