

**MINISTRY OF AGRO-INDUSTRY, FOOD SECURITY, BLUE ECONOMY AND FISHERIES
(AGRO-INDUSTRY AND FOOD SECURITY DIVISION)**

CIRCULAR NOTE NO. 6 OF 2025

MAC/E/A/1/19/5 V9

From: Senior Chief Executive

To: Conservator of Forests
Director, National Parks Conservation Service
Assistant Director, Livestock and Veterinary & Officer in Charge for the Livestock and Veterinary Sector (Dr P. Beeharry)
Assistant Director, Agricultural Services & Officer in Charge for the Crop and Agri-Food Sector (Dr P. Sookar)
Assistant Director, Agricultural Services (Mr R. Beeharry)
Ag. Assistant Director, Agricultural Services (Mr A. H. Mauthoor)
Ag. Assistant Director, Livestock and Veterinary Services (Dr (Mrs) S. A. Neeliah)
Senior Agricultural Superintendent
Heads of Divisions/Sections

VACANCY FOR THE POST OF STORES ATTENDANT

Applications are invited from employees on the permanent and pensionable establishment of the Ministry who wish to be considered for appointment as Stores Attendant in this Ministry.

2. QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment of the Ministry who –

- i. possess the Certificate of Primary Education;
- ii. have a good knowledge of measures and measurements; and
- iii. are familiar with common items of stores in use in all stations of the Ministry such as chemicals (including fertilizers) and seeds.

NOTE

In the absence of candidates possessing the qualifications at (i) above, consideration will be given to employees on the permanent and pensionable establishment of the Ministry who show proof of being literate.

3. DUTIES

1. To be responsible to the officer in charge of stores for –

- (i) opening and closing of stores apertures, as required;
- (ii) cleaning the stores premises;
- (iii) collecting, loading, unloading and conveying stores items;

- (iv) opening packages, crates and cases;
 - (v) handling and packing all stores items, as required;
 - (vi) removing all packing materials, empty crates to appropriate places for their eventual disposal;
 - (vii) washing, cleaning and stowing empties;
 - (viii) issuing petrol to drivers;
 - (ix) placing and arranging items of stores on shelves and maintaining them clean and in an orderly manner
 - (x) collecting and despatching stores correspondence, as required; and
 - (xi) assisting in work relating to inventories and surveys.
2. 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 Stores Attendant in the roles ascribed to him

4. **SALARY**

The permanent and pensionable post carries salary in the scale of Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 -19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 a month plus salary compensation at approved rates.

The selected candidates will, in the first instance, be appointed in a temporary capacity for a period of six months. At the end of the temporary period, on their being favourably reported upon, consideration will be given for their substantive appointment.

Appointment in a temporary capacity in the grade carries a flat salary at the rate of Rs 13,975 a month plus salary compensation at approved rates.

5. **MODE OF APPLICATION**

- (a) Qualified candidates should submit their applications in **duplicate** on the enclosed prescribed Application Form as follows:
 - (i) Part A of the **original** to be filled in by candidates and submitted directly to the Senior Chief Executive, Ministry of Agro-Industry, Food Security, Blue economy and Fisheries (Agro-Industry and Food Security Division) Human Resource Section, 5th Floor, Dentamax House, Dumas Street, Port Louis, **not later than 3.00 p.m on 10 November 2025** and
 - (ii) the **duplicate** through their respective Head of Division/Section/Unit who will forward it duly completed and stating, where applicable, the periods during which the applicant has performed duties of Stores Attendant, to the Human Resource Section, 5th Floor, Dentamax House, Dumas Street, Port Louis **within a week after the closing date.**
- (b) Photocopies of birth and educational certificates and the National Identity Card should be submitted along with applications and applicants should produce the originals as and when called upon to do so.
- (c) The envelope should be clearly marked on the top left-hand corner – “**Post of Stores Attendant, Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries (Agro-Industry and Food Security Division)**”.

6. CLOSING DATE

Qualified candidates should submit their applications to the **Senior Chief Executive**, Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries (Agro-Industry and Food Security Division), Human Resource Section, 5th floor, Dentamax House, Dumas Street, Port Louis so as to reach her **not later than 3.00 p.m on 10 November 2025**.

7. IMPORTANT

- (i) Qualifications obtained **after** the closing date **will not be accepted**. Only qualified persons should apply. The onus for the prompt submission of applications so that they reach the Senior Chief Executive, Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries (Agro-Industry and Food Security Division), in time, lies solely on applicants.
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition. 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.
- (iii) Applications **not** made on the prescribed form **will not be accepted**.
- (iv) Applications received **after** the closing date **will not be accepted**.
- (v) Only the best qualified candidates will be called for interview.
- (vi) The Ministry reserves the right not to make any appointment following this advertisement.

8. Heads of Divisions/Sections are requested to bring the contents of this circular to the notice of all eligible employees (including those on leave locally or abroad).

Date: **...21 October 2025...**

**Ministry of Agro-Industry,
Food Security, Blue Economy
and Fisheries (Agro-Industry
and Food Security Division)
5th Floor, Dentamax House
Dumas Street
PORT LOUIS**