

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

CIRCULAR NOTE NO. 5 OF 2026

MAC/E/F/1/16/2 V2

From: Senior Chief Executive

To: Heads of Divisions/Sections/Units

**VACANCIES FOR THE POST OF DRIVER
(HEAVY VEHICLES ABOVE 5 TONNES)**

Applications are invited from employees on the permanent and pensionable establishment of the Ministry who wish to be considered for appointment as Driver (Heavy Vehicles above 5 tonnes) in the National Parks and Conservation Service of this Ministry.

1. QUALIFICATIONS

Candidates should possess a Goods Vehicle Driving Licence (manual gear).

Note

Selected candidates will be required to obtain a Special Service Driving Licence for Goods Vehicles (manual gear).

2. DUTIES

1. To drive buses, lorries and other vehicles above 5 tons.
2. To drive cars and vans, as and when required.
3. 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.

4. 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.
5. 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.
6. 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.
7. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
8. To help in loading and unloading vehicles, as and when required.
9. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
10. 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 (Heavy Vehicles above 5 tons) in the roles ascribed to him.

Note

- (1) Drivers (Heavy Vehicles above 5 tons) may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.
- (2) Drivers (Heavy Vehicles above 5 tons) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

3. SALARY

The permanent and pensionable post carries salary in the scale of Rs 26,645 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 40,110 a month.

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 appointment in a substantive capacity.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 26,645 a month. However, for the year 2026, the selected candidate will draw the corresponding discounted salary of Rs 24, 815 as specified at Row 3 of the Consolidated Master Conversion Table in the Annex to the Ministry of Public Service and Administrative Reforms Circular Letter No. 3 of 2026.

In case the candidate is drawing a salary more than the initial salary of the post of Driver (Heavy Vehicles above 5 tonnes), he/she will retain the salary of his/her substantive post.

4. MODE OF APPLICATION AND CLOSING DATE

- (a) Qualified candidates should submit their application in **duplicate** on the attached pro-forma 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 Division, 5th Floor, Dentamax House, Dumas Street, Port Louis, **not later than 16 March 2026 at 15 00hrs (Local time)**; and

- (ii) the **Duplicate** through their respective Heads of Divisions/Sections/Units who will then forward it duly completed and stating, where applicable, the periods during which the applicant has performed duties of Driver (Heavy vehicles above 5 tons), under cover of a letter to the Human Resource Division, 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) Envelopes should be clearly marked on the top left-handed corner – “**Post of Driver (Heavy vehicles above 5 tonnes), Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries (Agro-Industry and Food Security Division)**”.

5. IMPORTANT

- (i) Qualifications obtained after the closing date will not be accepted. Only qualified persons should apply. The onus for the prompt submission of application forms 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/her 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) The Ministry reserves the right:
 - (a) to call only the best qualified candidates for interview; and
 - (b) not to make any appointment following this advertisement
- 6.** Heads of Divisions/Sections/Units are requested to bring the contents of this Circular Note to the attention of all eligible employees (including those on leave locally or abroad).

Date:**24 February 2026**.....

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