

MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY

CIRCULAR NOTE NO 17 OF 2023

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

From: Senior Chief Executive

To:

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

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

Applications are invited from among employees on the permanent and pensionable establishment of the Ministry who possess a Goods Vehicle Driving Licence (manual gear) and who wish to be considered for appointment as Driver (Heavy vehicles above 5 tonnes) in this Ministry.

II. QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment of the Ministry who possess a Goods Vehicle Driving Licence (manual gear).

Note

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

III. DUTIES

1. To drive buses, lorries and other vehicles above 5 tonnes.
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 tonnes) in the roles ascribed to him.

Note

- (i) Drivers (Heavy vehicles above 5 tonnes) may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

- (ii) Drivers (Heavy vehicles above 5 tonnes) 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 the scale of Rs17,565 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 x 825 – 29,875 a month. Appointment in a temporary capacity in the grade carries a flat salary of Rs17,565 a month plus salary compensation at approved rates. However, employees drawing a salary more than the initial salary of post of Driver (Heavy vehicles above 5 tonnes) will retain the salary of their substantive post.

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.

V. 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 and Food Security, Human Resource Division, 5th Floor, Dentamax House, Dumas Street, Port Louis, **not later than 3.00 p.m on Wednesday 17 January 2024**; 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 Driver (Heavy vehicles above 5 tonnes), 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) The envelope should be clearly marked on the top left-hand corner – “**Post of Driver (Heavy vehicles above 5 tonnes), Ministry of Agro-Industry and Food Security**”.

VI. CLOSING DATE

Qualified candidates should submit their application to the Senior Chief Executive, Ministry of Agro-Industry and Food Security, 5th Floor, Dentamax House, Dumas Street, Port Louis so as to reach her not later than 3.00 p.m on **Wednesday 17 January 2024**.

VII. 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 and Food Security 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

VIII. 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: **28 December 2023**

**Ministry of Agro-Industry
and Food Security
5th Floor, Dentamax House
Dumas Street
PORT LOUIS**