

# MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY

## CIRCULAR NOTE NO. 1 OF 2023

MAC/E/F/1/16V5

From : Senior Chief Executive

To : Head of Ministries/Departments

### VACANCIES FOR THE POST OF DRIVER (ORDINARY VEHICLES UP TO 5 TONS)

Applications are invited from qualified serving employees on the Permanent and Pensionable Establishment who wish to be considered for appointment as Driver (Ordinary Vehicles up to 5 tons) in the Ministry of Agro Industry and Food Security.

#### 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 5 tons;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance;
- (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

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 the 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 (Ordinary vehicles up to 5 tons) in the roles ascribed to him.

**Note**

- (i). Drivers (Ordinary Vehicles up to 5 tons) may be required to work outside normal working hours including Sundays and Public Holidays.
- (ii). Drivers (Ordinary Vehicles up to 5 tons) 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 Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 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 and will draw salary at the flat rate of Rs 15,485 a month plus salary compensation at approved rates or retain the salary of their substantive appointment, whichever is the higher. At the end of the temporary period, on their being favourably reported upon, consideration will be given for their appointment in a substantive capacity.

#### V. **MODE OF APPLICATION**

(a) Qualified candidates should submit their applications on the prescribed Application Form which may be obtained from the Human Resource Section, Ministry of Agro Industry and Food Security, 5<sup>th</sup> Floor, Dentamax House (Ex Blendax House), Dumas Street, Port Louis.

(b) Applications should be submitted in duplicate, as follows:-

The original to be filled by candidates at Section A and sent directly to the Human Resource Section, 5<sup>th</sup> Floor, Dentamax House (Ex Blendax House), Dumas Street, Port Louis within the closing date for submission of applications; and

The duplicate through their respective Supervising/Responsible Officers who will forward it under cover of a letter on the same line as PSC Form 22 to the Human Resource Section within a week after the closing date.

(c) Applications not made on the prescribed form will not be accepted.

(d) Envelopes should be clearly marked on the top left-hand corner 'Post of Driver (Ordinary Vehicles up to 5 tons)'.

#### **IMPORTANT**

(i) 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;

(ii) Qualifications obtained after the closing date for the submission of application as specified in the advertisement **will not** be accepted. Only qualified persons should apply;

(iii) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so; and

(iv) Applications received after the closing date will not be considered.

**VI. CLOSING DATE**

Applications should reach the Human Resource Section, 5<sup>th</sup> Floor, Dentamax House, Dumas Street, Port Louis not later than **15 00 hrs** on **6 February 2023**.

Date: 17 January 2023

Ministry of Agro Industry  
and Food Security  
5<sup>th</sup> Floor, Dentamax House  
Dumas Street  
Port Louis