

# MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY

## CIRCULAR NOTE NO 1 OF 2024

MAC/E/F/1/14/2 V4

**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 LORRY LOADER

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

#### **II. QUALIFICATIONS**

By selection from among employees on the permanent and pensionable establishment of the Ministry of Agro-Industry and Food Security who have a good health and a sound physique.

#### **III. DUTIES**

- (i) To load, unload and store properly forest produce, seedlings, plants, fruits, fodder, molasses, animal feed, iron weight, soil, manure, fertilizers, store items, personal effects, furniture and other materials on transfer from and to Government quarters and state lands.
- (ii) To accompany drivers in lorries or other Government vehicles and assist in cases of breakdown.
- (iii) To assist in removing and mounting tyres.
- (iv) To clean and wash lorries, including garages and to keep tidy the lorry or any other Government vehicle in use.
- (v) 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 Lorry Loader in the roles ascribed to him.

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#### IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 – 21850 a month. Appointment in a temporary capacity in the grade carries a flat salary of Rs 13745 a month plus salary compensation at approved rates. However, employees drawing a salary more than the initial salary of post of Lorry Loader 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, 5<sup>th</sup> Floor, Dentamax House, Dumas Street, Port Louis, **not later than 3.00 p.m on Monday 12 February 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 Lorry Loader, to the Human Resource Division, 5<sup>th</sup> 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 Lorry Loader, 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, 5<sup>th</sup> Floor, Dentamax House, Dumas Street, Port Louis so as to reach her not later than 3.00 p.m on Monday 12 February 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: 23 January 2024

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