



REPUBLIC OF MAURITIUS
MINISTRY OF TECHNOLOGY, COMMUNICATION AND INNOVATION

Circular Letter No 2 of 2017

My Ref: MTCI/E/5v3

Date: 05 September, 2017

From: Permanent Secretary, Ministry of Technology, Communication and Innovation

To: Heads of Ministries/ Departments

**Vacancy for the Post of Driver in the
Ministry of Technology, Communication and Innovation**

Applications are invited from qualified employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver in the Ministry of Technology, Communication and Innovation.

2. 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 five tons; and
- (iii) have a 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).

3. Duties and Salary

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 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, as and when required.
 7. 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 in the roles ascribed to him.

Note

1. Drivers may be required to work outside normal working hours including Sundays and Public Holidays.
2. Drivers should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

The permanent and pensionable post carries salary in the scale of Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 a month plus salary compensation at approved rate.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 12750 a month. However, employees drawing salary more than the initial salary of the post of Driver, will retain the salary of their substantive post.

4. Mode of Application

(i) Qualified candidates should submit their application on the prescribed form which may be obtained at the Human Resource Section of the Ministry of Technology, Communication and Innovation, Level 6, SICOM Tower, Wall Street, Cyber City, Ébene or on the website of the Ministry at **<http://mtci.govmu.org>**.

(ii) Candidates should submit their application in **duplicate**, the original to be sent directly to the Permanent Secretary, Ministry of Technology, Communication and Innovation, Level 7, SICOM Tower, Wall Street, Cyber City, Ébene and the duplicate through their respective Supervising/ Responsible Officer who will forward the duly filled in form to the Ministry of Technology, Communication and Innovation within one week of the closing date.

(iii) The original birth and educational certificates should not be submitted with applications but applicants should produce these if and when called upon to do so.

(iv) Envelopes should be clearly marked "**Post of Driver**" on the top left hand corner.

Important

(i) The completed form should contain full details regarding the applicant's previous experience, qualifications and any other information which would qualify him to carry the duties of the post of Driver.

(ii) Qualifications obtained **after** the closing date will not be considered. Only qualified persons should apply.

(iii) Care should be taken to fill in the application form. Incomplete, inadequate or inaccurate filling of the form may cause elimination of the candidates from the selection exercise.

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

(v) Applications received after the closing date **will not be accepted**.

(vi) Non submission of written evidence of knowledge claimed may entail elimination of the applicant.

(vii) Only the best qualified candidates will be called for interview.

Heads of Ministries/Departments should ensure that the contents of this Circular Letter are brought to the attention of all eligible employees. In case of eligible employees who are on leave/overseas, Heads of Ministries/Departments should ensure that copies of this Circular together with the application form, are dispatched to these employees on the very day on which this Circular reaches their Ministry/ Department.

5. Closing Date

Applications should reach the Permanent Secretary, Ministry of Technology, Communication and Innovation, 7th Floor, SICOM Tower, Cyber City Ebene, not later than **3:00 pm on Tuesday 26 September, 2017**

Date: 05 September, 2017

**Ministry of Technology, Communication
and Innovation,
7th Floor, SICOM Tower,
Wall Street, Cyber City,
Ebene**