

GOVERNMENT OF MAURITIUS


MY REF: AG/EST/46 V²

YOUR REF:

Date: 10 July 2023From: **Solicitor - General**To: **Heads of Ministries/Departments****SUBJECT:*****Vacancy for the post of DRIVER***

Please find enclosed a copy of this Office Circular Note No 2 of 2023 inviting applications from qualified serving employees who wish to be considered for appointment as Driver at the Attorney General's Office.

2. It would be appreciated if the contents of the Circular Note could be brought to the attention of all eligible employees, including those on leave.



**T. Aroomoogon(Mrs)
for Solicitor General**

ATTORNEY GENERAL'S OFFICE

Circular Note No. 2 of 2023

Vacancy for the Post of Driver

Applications are invited from qualified serving employees who wish to be considered for appointment as Driver at the Attorney General's Office.

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 maintenance; and
- (iv) have good eye sight.

NOTE 1

In the absence of candidates possessing the 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 :-

- (a) undergo a medical test to be carried out by the Ministry of Health and Wellness to assess their eyesight; and
- (b) 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 Attorney General's Office.
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 defects 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, dispatch 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 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.

IV. SALARY

The permanent and pensionable post carries salary in scale 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.

Appointment in a temporary capacity to the grade carries a flat salary of Rs 15,485 a month plus salary compensation at approved rates. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

V. MODE OF APPLICATION

- (a) Qualified Candidates should submit their applications on the enclosed prescribed Application Form, **in duplicate, as follows:**
- (i) the original to be filled in by the candidate at section A and sent directly to the Human Resource Section Level 2, Renganaden Seeneevassen Building, Cnr Maillard and Pope Hennessy streets PORT LOUIS; and
 - (ii) the duplicate through their respective Supervising Officer/Responsible Officers who will forward it duly completed to the Human Resource Section, Attorney General's Office, within a week after the closing date.
- (b) Applications **not** made on the prescribed form will not be accepted.
- (c) Photocopies of Birth Certificate, Marriage Certificate (where applicable) and Educational Certificates and the National Identity Card should be submitted along with the Application Form.
- (d) The envelope should be clearly marked on the top left-hand corner – **"Post of Driver"**.

VI. IMPORTANT

- (i) 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.

- (ii) Qualifications obtained **after** the closing date for submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.
- (iii) The **originals** of Birth, Marriage and Educational Certificates and the National Identity Card **should not** be submitted with the application, but candidates should produce same when called upon to do so.
- (iv) Only the best qualified candidates will be called for interview.
- (v) The Office reserves the right not to make any appointment following this advertisement.

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

VIII. **CLOSING DATE OF APPLICATION**

- (a) Applications should reach the **Human Resource Section, Attorney General's Office, Level 2, Renganaden Seneevassen Building , Cnr Maillard and Pope Hennessy streets PORT LOUIS, not later than 3.30 p.m on 31 July 2023.**
- (b) Applications obtained **after** the closing date **will not be accepted**. The onus for the prompt submission of applications so that they reach the Human Resource Section, Attorney General's Office in time rests solely on the applicants.

Date: 11 July 2023

Attorney General's Office,
Level 2,
Renganaden Seneevassen Building,
Cnr Maillard & Pope Hennessy streets
PORT LOUIS

ATTORNEY GENERAL'S OFFICE
APPLICATION FOR THE POST OF DRIVER

Section A (to be filled by Applicant)

1. Title: Mr Mrs Miss
2. Surname (in block letters):
3. Other Names (in block letters):
4. Date of Birth: Age:
5. National Identity No.:
6. Tel: (office):..... (Residence)..... Mobile.....
7. Residential Address (in block letters):
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8. Date joined service:..... as
9. Date of First Appointment:
10. Date transferred on Permanent and Pensionable Establishment:
11. Present Post held:
12. Date of Appointment to Present Post:
13. Present Posting (i) (Min/Dept):
- (ii) Place of work:
14. Present Salary (Basic):
15. Educational Qualifications (please attach photocopy of certificates):.....
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- Any other qualifications/experience relevant to the post applied for (Documentary evidence to be attached):
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Date:

.....
Signature of Applicant

SECTION B (To be filled by the Head of Sections/HR section concerned)

<u>(i) Record of Sick Leave</u>	<u>No. of Unauthorised Leave</u>
2020:	2020:
2021:	2021:
2022:	2022:
2023:	2023:
to date	to date

(ii) Report on applicant:-

Work :

Conduct :

Attendance :

(iii) Whether officer has been subject to disciplinary action during the last ten years. If in the affirmative, please provide details.

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(iv) Comments, if any, on experience claimed by Applicant and any other remarks:

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(v) I certify that particulars given by Applicant in Section A have been verified and found correct:

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Date :

Signature:

(Head of HR Section)

Name (in full):

Post held:

Contact No:

