

**MINISTRY OF OCEAN ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING**

**Circular Letter No 04 of 2018**

**FCR/E2/22**

**From: Acting Permanent Secretary**

**To: Heads of Ministries/Departments**

**Vacancy for the Post of Driver (Heavy Vehicles above 5 tons) (on roster – day and night)  
in the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping**

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver (Heavy Vehicles above 5 tons) (on roster – day and night) in the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping.

**II. QUALIFICATIONS**

By selection from among Drivers and Drivers (on roster) on the permanent and pensionable establishment who possess a Goods Vehicles Driving Licence.

**III. DUTIES AND SALARY**

1. To drive buses, lorries and other vehicles above 5 tons.
2. To carry out simple maintenance tasks including –
  - a) washing and cleaning of cabin (exterior and interior) and chassis; and
  - b) checking of radiator, engine oil pump, brake and clutch, master cylinders, wheel nuts for wheel tightness, etc.
3. To help, whenever required, the mechanics when the vehicle or engine is under repairs.
4. To report any defect to the responsible officer.
5. To keep a log book.
6. To effect minor repairs to vehicles on the road, including changing of tyres.
7. To perform such cognate duties as may be assigned.

**NOTE**

- i. Selected candidates will be required to obtain a Service Vehicle Driving Licence for vehicles above 5 tons.
- ii. Drivers (Heavy Vehicles above 5 tons) (on roster – day and night) should abide by the provisions of the Financial Management Manual concerning responsibilities of a Driver for his vehicle.
- iii. Drivers (Heavy Vehicles above 5 tons) (on roster – day and night) will be required to work according to a plan specifying the commencing times and finishing times of turns of duty which include night duty or not.

The permanent and pensionable post carries salary in the scale of **Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075** a month plus salary compensation at the approved rate.

The selected candidate will, in the first instance, be appointed in a temporary capacity for a period of six months with salary at the flat rate of Rs 15450 a month plus salary compensation at the approved rate.

#### IV. MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed Application Form which may be obtained at the Reception Desk, Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping, 4<sup>th</sup> Floor, LICI Centre, John Kennedy Street, Port Louis or on the website of the Ministry at <http://oceaneeconomy@govmu.org>.
- (b) Applications should be submitted in **duplicate, the original** to be sent directly to the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping, 4<sup>th</sup> Floor, LICI Centre, John Kennedy Street, Port Louis (Human Resource Section), **within the closing date** and the **duplicate** through their respective Supervising/Responsible Officer who will forward the duly filled in form to the Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping on the above address **within a week of 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 “Driver (Heavy Vehicles above 5 tons) (on roster – day and night)”.

#### **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 applications 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.
- (iv) Only the best qualified candidates will be called for interview.

#### V. CLOSING DATE OF APPLICATION

- (a) Applications should reach the Acting Permanent Secretary, Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping, 4<sup>th</sup> Floor, LICI Centre, John Kennedy Street, Port Louis (Human Resource Section), not later than **30 July 2018**.
- (b) Applications obtained after the closing date **will not be accepted**. The onus for the prompt submission of applications so that they reach the Acting Permanent Secretary, lies solely on applicants.

**Ministry of Ocean Economy, Marine  
Resources, Fisheries and Shipping  
4<sup>th</sup> Floor, LICI Centre  
John Kennedy Street  
Port Louis.**

**Date: 09 July 2018**