

**MINISTRY OF INDUSTRY, COMMERCE AND CONSUMER PROTECTION
(COMMERCE DIVISION)**

CIRCULAR NOTE NO. 4 OF 2017

VACANCY FOR THE POST OF HEAVY VEHICLE/MECHANICAL DRIVER

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Heavy Vehicle/Mechanical Driver in the Ministry of Industry, Commerce and Consumer Protection (Commerce Division).

2. Qualifications

By selection from among serving employees on the permanent and pensionable establishment who are not more than 45 years of age and who-

- (i) possess the Certificate of Primary Education;
- (ii) possess a valid driving licence to drive heavy vehicles, cars and vans;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) 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;
- (ii) obtain a Service Vehicle Driving Licence for vehicles above five tons and for cars and vans; and
- (iii) undergo training in driving articulated lorries safely and correctly as approved and arranged by the Ministry of Industry, Commerce and Consumer Protection (Commerce Division).

3. Duties and Salary

1. To drive lorry with trailer up to 45 tons.
2. To operate the crane on the lorry, to load and unload lorry as per instructions given by the technical staff.
3. To operate the fork lift and the lifting system at the Legal Metrology Services.
4. To drive other vehicles of the Legal Metrology Services including cars and vans.
5. To carry out simple maintenance tasks including -
 - (a) washing and cleaning of lorry and trailer (interior and exterior) and chassis; and
 - (b) checking of radiator, engine oil pump, brake and clutch, master cylinders, wheel nuts for tightness, battery level, etc.
6. To report any defect to the responsible officer.
7. To keep log books in respect of the vehicles.
8. 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, etc., in the event of breakdown on the road.
9. To help, whenever required, the mechanics when the vehicle under his charge is under repairs.
10. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
11. To perform the duties of Receptionist/Telephone Operator, as and when required.
12. 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 Heavy Vehicle/Mechanical Drivers in the roles ascribed to them.

Note

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

The permanent and pensionable post carries salary in the scale of Rs 14,875 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 25,525 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 14,875 a month plus salary compensation at approved rates. However, employees drawing salary more than the initial salary of the post of Heavy Vehicle/Mechanical Driver, will retain the salary of their substantive post.

4. Mode of Application

- (i) Qualified candidates should submit their applications on the prescribed Application Form which may be obtained at the Human Resource Section of the Ministry of Industry, Commerce and Consumer Protection (Commerce Division), 6th Floor, Air Mauritius Centre, Port Louis or on the website of the Ministry at <http://commerce.govmu.org>
- (ii) Candidates should submit their applications **in duplicate**, the original to be sent directly to the Permanent Secretary, Ministry of Industry, Commerce and Consumer Protection (Commerce Division), 6th Floor, Air Mauritius Centre, Port Louis **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 Industry, Commerce and Consumer Protection (Commerce Division) **within a week after the closing date.**
- (iv) The original birth and educational certificates should not be submitted with applications but applicants should produce same when called upon to do so.
- (v) Envelopes should be clearly marked “Post of Heavy Vehicle/Mechanical Driver” (Commerce Division) 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 Heavy Vehicle/Mechanical Driver.

- (ii) Qualifications obtained **after** the closing date will not be considered. Only qualified persons should apply.
- (iii) Incomplete, inadequate or inaccurate filling of the form may cause elimination of the candidates from the selection exercise. 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.
- (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.
- (viii) The Ministry reserves the right not to make any appointment following this advertisement.

5. 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/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 Ministries/Departments.

6. Closing Date

Applications should reach the Permanent Secretary, Ministry of Industry, Commerce and Consumer Protection (Commerce Division), 6th Floor, Air Mauritius Centre, Port Louis, **not later than 3.00 p.m. on Monday 27 November 2017.**

**Ministry of Industry, Commerce
and Consumer Protection
(Commerce Division)
6th Floor, Air Mauritius Centre
Port Louis**

Date : 07 November 2017