

**MINISTRY OF ARTS AND CULTURE
(NATIONAL ARCHIVES DEPARTMENT)**

Circular Note No. 1 of 2025

Vacancy for the Post of Driver

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver in the Ministry of Arts and Culture (National Archives Department).

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 five tons;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have 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 Wellness to assess their eyesight; and
- (ii) 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 National Archives Department.
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 unusable 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, tyres and battery changes.
 7. To perform messengerial duties such as running errands, despatch 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 15,485 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400** a month, plus salary compensation at the approved rate.

Appointment in a temporary capacity in 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 as per the attached Application Form **in duplicate** as follows: -
 - (i) Section A of the **original** to be filled in by candidates and submitted directly to the Acting Director, National Archives before the closing date for submission of applications; and
 - (ii) the **duplicate** through their respective Supervising/Responsible Officers who will forward it duly completed, to the Acting Director, National Archives, National Archives Department, Development Bank of Mauritius Complex, Industrial Zone, Coromandel (Human Resource Section) **within a week after the closing date**.
- (b) Application **not** made on the prescribed form will **not** be accepted.

Note:

This Circular Note together with the prescribed application may also be obtained on the website of the Department at the following address: <https://nationalarchives.govmu.org>.

- (c) Photocopies of birth and educational certificates and the National Identity Card should be submitted along with the applications and applicants should produce the originals as and when called upon to do so.
- (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 the candidate. 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 specified closing date and time for the submission of applications will not be considered;
- (iii) The onus for the prompt submission of applications so that they reach the Acting Director, National Archives, National Archives Department in time lies solely on applicants. Only qualified employees should apply;
- (iv) The **originals** of Birth, Marriage and Educational Certificates should **not** be submitted with the application, but applicants should produce these if and when called upon to do so; and
- (v) Heads of Ministries/Departments should ensure that the contents of this Circular Note are brought to the attention of all eligible employees and that, in case of eligible employees who are **overseas or on leave**, a copy of this Circular Note together with the Application Form are despatched to these employees on the very day on which this Circular Note reaches their Ministry/Department.

VII. CLOSING DATE

- (a) Applications should reach the Acting Director, National Archives, National Archives Department, Development Bank of Mauritius Complex, Industrial Zone, Coromandel (Human Resource Section), **not later than 3.30 p.m. on Thursday 23 October 2025.**

Date: 03 October 2025

**National Archives Department
Development Bank of Mauritius Complex
Industrial Zone
Coromandel**