

PUBLIC SERVICE COMMISSION AND DISCIPLINED FORCES SERVICE COMMISSION

CIRCULAR NOTE NO.5 OF 2016

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 Public Service Commission and Disciplined Forces Service Commission.

II. QUALIFICATIONS

By selection 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 Quality of Life 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 Public Service Commission and Disciplined Forces Service Commission.
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 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 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 12,750 x260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 375 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200

V. MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed form which may be obtained from the Enquiry Counter of the Public Service Commission and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side or on the website of the Public Service Commission/Disciplined Forces Service Commission at the following address:-**<http://psc.govmu.org>**
- (b) Candidates should submit their application **in duplicate**, as follows:-
 - (i) the original to be sent directly to the Secretary, Public Service Commission and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side within the closing date for submission of application; and
 - (ii) the duplicate through their respective Supervising/Responsible Officers who will forward the duly completed form to this Office within a week after the closing date.
- (c) The original documents (birth/educational certificates, driving licence and the National Identity Card) should not be submitted with the application, but applicants should produce same upon request.
- (d) The envelope should be clearly marked on the top left-hand corner – “Post of Driver at the Public Service Commission and Disciplined Forces Service Commission”.

VI. IMPORTANT

- (a) Care should be taken to fill in the application form correctly. **Incomplete inadequate or inaccurate filling of the application form may entail elimination of the applicant.**
- (b) Qualifications obtained **after** the closing date will not be accepted.
- (c) Applications not made on the prescribed form will not be accepted
- (d) Only the best qualified candidates will be called for interview.
- (e) This Office reserves the right **not** to make any appointment following the advertisement.

VII. CLOSING DATE

- (a) Application should reach the Secretary, Public Service Commission and Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side (HR Section) **not later than 3.00 p.m on 6 December 2016.**
- (b) Application received after the closing date will not be accepted. The onus for the prompt submission of applications so that they reach the Secretary, Public Service Commission and Disciplined Forces Service Commission in time lies solely on the applicant.

Date: 16 November 2016

Public Service Commission and
Disciplined Forces Service
Commission,
7, Louis Pasteur Street,
FOREST SIDE.

**APPLICATION FOR THE POST OF DRIVER IN THE
PUBLIC SERVICE COMMISSION AND DISCIPLINED FORCES SERVICE COMMISSION**

Section A (To be filled in Applicant)

1. Surname (in block letters).....
2. Other Names (in block letters).....
3. Date of Birth.....
4. National Identity No.:.....
5. Residential Address (in block letters).....
.....
6. Tel. (Office)..... (Residence)..... (Mobile).....
7. Date joined service.....as.....
8. Date of first appointment.....
9. Date transferred to Permanent and Pensionable Establishment.....
10. Present post held.....
11. Date of appointment to present post.....
12. Posting (i) Present Ministry/Department.....
(ii) Place of work.....
13. Present salary (Basic).....
14. Education Qualifications (please attach photocopy of certificates)
.....
.....
.....
15. Type of Valid Driving License/s possessed – specify whether manual gear or not
(Please attach photocopy of the license/s)
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.....
16. Experience relevant to the post applied for (Documentary evidence to be attached)
.....
.....
.....

Date:.....

.....
Signature of Applicant

Section A (To be filled in by the Ministry/Department concerned)

- | | | |
|-----|----------------------|--------------------------------|
| (i) | Record of sick leave | Record of unauthorised absence |
| | 2013..... | 2013..... |
| | 2014..... | 2014..... |
| | 2015..... | 2015..... |
| | 2016 (to date)..... | 2016 (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 give details:
-
-
-

- (iv) I certify that particulars given by Applicant in Section A have been verified and found correct, except:
-
-
-

- (v) Comments, if any, on experience claimed by Applicant and any other remarks.
-
-
-

Date:.....

.....
(Signature of Officer)



Name (in full).....

Post held:.....

Contact No.....

PUBLIC SERVICE COMMISSION AND DISCIPLINED FORCES SERVICE COMMISSION

APPLICATION FOR THE POST OF DRIVER

PART A (To be filled in by the Applicant)

1. Title: Mr Mrs Miss Ms

(Please tick as appropriate)

2. Marital Status: Married Single Other

(Please tick as appropriate)

3. Surname:

4. Other Names:

Maiden Name (*if applicable*):

5. Date of Birth:

6. National Identity Card No:.....

7. Residential Address:.....
(*in block letters*)

8. Telephone No: Office.....Home:.....Mobile.....

9. Present post held:.....
(Whether casual/temporary/substantive)

10. Date of appointment to present post:.....

11. Posting:.....

12. Date joined service:.....

13. Date of first Appointment:.....

14. Date transferred to Permanent and Pensionable Establishment:.....

15. Previous appointment held in the Public Service:

Appointment	From	To	Ministry/Department

16. Academic Qualifications (Please attach photocopy of Educational Qualifications)

- (i) Primary:.....
- (ii) Secondary:.....
- (iii) Other:.....

17. Present salary per month: Rs.....

18. Experience relevant to the post applied for (attach documentary evidence of experience claimed)

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19(a) Have you been the subject of a disciplinary action during the last 5 years?

Yes No

(Please tick as appropriate)

If Yes, indicate nature of offence and date of outcome.

.....

.....

19(b) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty during the last 10 years?

Yes No

(Please tick as appropriate)

If Yes, give details (court charge, date of judgement and sentence – e.g Imprisonment, fine, caution or conditional discharge):-

DECLARATION

I,.....the undersigned applicant, declare that the particulars in this application are true and accurate and that I have not willfully suppressed any material facts.

Date:.....

Signature of Applicant:.....

PART B (To be filled by the Human Resource Section)

(i) I certify that all information given at Part A of the application form (serial no. 1 to 19b) are correct, except.....
.....
.....
.....

Record of Sick Leave

Record of unauthorised absence/
Leave Without Pay

2013:

2013:

2014:

2014:

2015:

2015:

2016 (to date):

2016 (to date):

(ii) Report on applicant:

Conduct:.....

Work:.....

Attendance:.....

(iii) Comments, if any, on experience claimed and any other remarks

.....
.....
.....

Date:.....

Signature of Officer:.....

Name (in full):.....

Designation:.....