Applications are invited from qualified serving employees who wish to be considered for appointment as Driver in the Public and Disciplined Forces Service Commissions.

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:

(a) undergo a medical test to be carried out by the Ministry of Health and Quality of Life to assess their eyesight; and

(b) obtain a service driving licence (manual gear).

III. DUTIES AND SALARY

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 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.
The permanent and pensionable post carries salary in the scale Rs 11,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 a month. However, for the years 2013 and 2014, the incumbent would draw salary at the discounted rate of Rs 10,590 and Rs 10,880 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

IV. MODE OF APPLICATION

(a) Qualified candidates should submit their applications on the prescribed Application Form which may be obtained from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or on the website of the Public Service Commission at the following address: http://psc.gov.mu.

(b) Applications should be submitted in duplicate as follows:

- the original to be filled in by candidates at Section A and sent directly to the Secretary, Public and Disciplined Forces Service Commissions within the closing date for submission of applications, and

- the duplicate through their respective Supervising/Responsible Officers who will forward it duly completed to the Secretary, Public and Disciplined Forces Service Commissions within a week after 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 ‘Post of Driver, Public and Disciplined Forces Service Commissions’.

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

(a) Applications should reach the Secretary, Public and Disciplined Forces Service Commissions, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Wednesday 24 July 2013.**

(b) Applications obtained after the closing date will not be accepted. The onus for the prompt submission of applications so that they reach the Secretary of the Public and Disciplined Forces Service Commissions in time lies solely on applicants.

Public and Disciplined Forces Service Commissions,
7, Louis Pasteur Street,

Date: 4 July 2013

FOREST SIDE.