PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 66 OF 2026

Vacancies for Post of Licensing/Registration Officer/
Senior Licensing/Registration Officer
National Land Transport Authority
Ministry of Land Transport

Applications are invited from qualified officers who wish to be considered for appointment as Licensing/Registration Officer/Senior Licensing/Registration Officer in the National Land Transport Authority of the Ministry of Land Transport.

II. QUALIFICATIONS

A. By selection from among serving officers who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess good interpersonal and communication skills to deal with members of the public; and

(ii) be assertive, tactful, dynamic and capable to meet deadlines.

NOTE

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests with the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. DUTIES AND SALARY

1. To assist the Principal Licensing/Registration Officers in the performance of their duties.

2. To deal with all correspondence relating to the processing of applications for –

(i) new licences and renewal of licences;

(ii) registration and transfer of vehicles;

(iii) drivers' certificates and student identity cards; and

(iv) 'certificat de gage sans deplacement'.

3. To keep updated files, registers and cards in respect of licences and registration documents issued/renewed.

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4. To check entries made in files, registers, cards and on the computer and ensure their updating and follow-up.

5. To scan and print documents for licensing and registration needs.

6. To prepare and process data to be fed into the computerised system of the National Land Transport Authority and to retrieve such data, as and when required.

7. To provide counter services for the issue of licences for registration and transfer of vehicles and collect revenue relating to these transactions.

8. To record decisions of the Authority in respect of each application for a licence.

9. To attend to queries from the public and provide such information, as may be required.

10. To attend court, depone on information needs and produce certified true copies of documents, whenever necessary.

11. To use ICT in the performance of his duties.

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 the Licensing/Registration Officer/Senior Licensing/Registration Officer in the roles ascribed to him.

Note

The permanent and pensionable post carries salary in scale Rs 26,645 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 53,400 a month.

However, for the year 2026, the discounted initial salary would be Rs 24,815.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.

2. Application forms should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.

3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **https://psc.govmu.org**

4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

5. Candidates are also advised to read carefully the "**NOTES AND INSTRUCTIONS TO CANDIDATES**" before filling in the Application Form. 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 candidate**.

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (*local time*) on Wednesday 21 October 2026.** Application Forms received after the specified closing date and time will **not** be considered.

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.

Date: 01 October 2026