

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.16 OF 2025

**VACANCIES FOR THE POST OF DRIVER (ROSTER)
DISTRICT COUNCIL OF MOKA**

(Details of this advertisement are also available at <http://lgsc.govmu.org>)

Applications are invited from serving employees of the District Council of Moka who wish to be considered for appointment as Driver (Roster) in that Council.

The permanent and pensionable post carries salary in the scale of Rs 16005 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29050 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of **Rs 16005** a month.

II. QUALIFICATIONS

By selection from among employees, on the permanent and pensionable establishment of the District Council of Moka, who: -

- (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate;
- (ii) possess a valid driving licence (manual gear) to drive cars, omnibuses and Goods Vehicles;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have a good eyesight.

NOTE: All candidates will be required to undergo a medical test to assess their eyesight.

NOTE:

1. *The onus for the submission of written evidence of experience claimed and equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed and Equivalence Certificate, as appropriate, by the closing date.*

2. *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.*
3. *Applicants are informed that they may be outposted to any sub office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

III. DUTIES

1. To drive and operate Refuse Collection lorries and vehicles involved in refuse collection as well as any other vehicle of the Council.
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) regular 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 to the vehicle under his responsibility, including changing of punctured tyres with the assistance of Refuse Collectors.

5. To help, whenever required, the Mechanics when the vehicle or engine is under repairs.
6. To keep a log book and record issue of fuel, oil, mileage performed, 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 Drivers (Roster) in the roles ascribed to them according to their postings.

Note 1:

Drivers (Roster) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

Note 2:

Drivers (Roster) will be required to work on a roster basis without extra remuneration.

IV. MODE OF APPLICATION

- (i) Qualified candidates should submit their applications on LGSC Form 7a which may be obtained either from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from the District Council of Moka.

Note: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the following address:
<http://lgsc.govmu.org>

- (ii) Candidates should submit their applications in duplicate, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.
- (iii) Candidates are advised to read carefully the 'NOTES AND INSTRUCTIONS TO CANDIDATES' before filling in the application form.

- (iv) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Driver (Roster)-
District Council of Moka”**

V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15. 00 hours on Thursday 22 May 2025.**

IMPORTANT

- (i) Qualifications/equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) Applications not made on the prescribed form will not be considered.*
- (iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the Secretary of the Commission in time lies solely on applicants.*
- (v) The Commission reserves the right:*
 - (a) not to make any appointment following this advertisement; and*
 - (b) to convene only the best qualified candidates for interview.*

**Local Government Service Commission,
Louis Pasteur Street,
FOREST SIDE**

Date: 09 May 2025