

MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION
CIRCULAR NOTE NO 2 OF 2025

**Vacancies for the post of Driver in the
Ministry of Information Technology, Communication and Innovation**

Applications are invited from employees on the permanent and pensionable establishment who wish to be considered for appointment as Driver in the Ministry of Information Technology, Communication and Innovation.

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 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 Ministry.
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, dispatch of correspondence and distribution of files and documents, as and when required.
 8. To perform such other duties directly 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 of Driver carries salary in the scale of Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 a month plus salary compensation at approved rates.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 15485 a month plus salary compensation at approved rates. However, in case the candidate is drawing more than the initial salary of the post of Driver, he will retain the salary of his substantive post.

V MODE OF APPLICATION

- (i) Qualified candidates should submit their application on the prescribed Application Form annexed to this Circular Note. The prescribed application form may also be obtained at the Human Resource Section of the Ministry of Information Technology, Communication and Innovation, Level 6, SICOM Tower, Wall Street, Ebene or on the website of the Ministry at <http://mitci.govmu.org>
- (ii) Candidates should submit their application in **duplicate**, the original to be sent directly to the Permanent Secretary, Ministry of Information Technology, Communication and Innovation, Level 7, SICOM Tower, Wall Street, Ebene and the duplicate through their respective Supervising/Responsible Officer who will forward the duly completed form to the Ministry of Information Technology, Communication and Innovation within a week of the closing date.

- (ii) Photocopies of birth and educational certificates, National Identity Card, Driving Licence, and documentary evidence of experience claimed should be submitted along with the application and applicants should produce the originals as and when called upon to do so.
- (iii) The Envelope should be clearly marked “Post of Driver” on the top left hand corner.

Important

- (i) The completed Application Form should contain full details regarding the applicant’s previous experience, qualifications and any other information which would qualify him to carry out the duties of the post of Driver.
- (ii) Qualifications obtained **after** the closing date for submission of applications as specified in the advertisement will **not** be accepted. The onus for the prompt submission of application so that they reach the Permanent Secretary, Ministry of Information Technology, Communication and Innovation in time, rests solely upon the applicant.
- (iii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of the candidates from the selection exercise. 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.
- (iv) Only qualified candidates should apply.
- (v) The Ministry of Information Technology, Communication and Innovation reserves the right not to make any appointment following the advertisement and to convene only the best qualified candidates for interview.

V. Closing Date

Applications should reach the Permanent Secretary, Ministry of Information Technology, Communication and Innovation, Level 7, SICOM Tower, Wall Street, Ebène, not later than 3.00 p.m on Thursday 13 November 2025

Date: 23 October, 2025

**Ministry of Information Technology,
Communication and Innovation
Level 7, SICOM Tower, Wall Street
Ebène**

