

MINISTRY OF HEALTH AND WELLNESS

MHC/APT/STA V₃

Ministry of Health and Wellness Circular Letter No. 2 of 2025

From : Senior Chief Executive, Ministry of Health and Wellness

To : Heads of Divisions/Sections

Vacancies for the post of Stores Attendant in the Ministry of Health and Wellness

Applications are invited from qualified employees of the Ministry who wish to be considered for appointment as **Stores Attendant** in the Ministry of Health and Wellness.

II. QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment of the Ministry who –

- (i) possess the Certificate of Primary Education; and
- (ii) have a good knowledge of stores duties and are familiar with common items of stores.

NOTE

In the absence of employees on the permanent and pensionable establishment of the Ministry possessing the qualification at (i) above, consideration will be given to those who show proof of being literate.

III. DUTIES

1. To be responsible to the officer-in-charge of procurement and supply section for:-

- (i) opening and closing of stores apertures as required;
- (ii) cleaning the stores premises;
- (iii) collecting, loading, unloading and conveying stores items;
- (iv) opening packages, crates and cases;
- (v) handling all stores items as required;
- (vi) removing all packing materials and empty crates to appropriate places for their eventual disposal;
- (vii) packing stores items as required;
- (viii) washing, cleaning and stowing empty containers;
- (ix) collecting and despatching stores correspondence as required;
- (x) simple maintenance of storage and handling of equipment;
- (xi) placing and arranging items of stores on shelves and maintaining them clean and in order; and
- (xii) assisting in any work of similar nature such as inventories and surveys.

P.T.O.

2. 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 Stores Attendant in the roles ascribed to him.

IV SALARY

1. The permanent and pensionable post carries salary in the scale of Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 a month plus salary compensation at the approved rates.
2. The selected candidates will in the first instance be appointed in a temporary capacity for a period of six months and will draw a flat salary of Rs13,975 a month plus salary compensation at the approved rates. However, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Stores Attendant in a substantive capacity subject to:-**

- (a) **vacancies in the grade; and**
- (b) **their being favourably reported upon by their respective Heads of Divisions/Sections.**

V. MODE OF APPLICATION

- a. Qualified candidates should submit their applications on application forms which may be obtained **either** from the Hospital Executive Assistant Office **or** the Human Resources Sections of the Regional Hospitals **or** the Reception Counter of the Ministry of Health and Wellness, Level 2, NexSky Building, Ebene.
- b. **Candidates should submit their application form in duplicate, one copy should be sent directly to the Senior Chief Executive, Ministry of Health and Wellness and the duplicate, through their respective Head of Division/Section and the Human Resource Section of their respective region.**
- c. 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.**
- d. The originals of birth and qualifications certificates should **not** be submitted with applications, but applicants should produce same as and when called upon to do so. **Applications not made on the prescribed form will not be considered.**

VI. CLOSING DATE

Applications should reach the Senior Chief Executive (attention Human Resource Section A), Ministry of Health and Wellness, Level 2, NexSky Building, Ebene **not later than 15.30 hrs on Tuesday 12 August 2025. Applications received after the specified closing date and time will not be considered.**

VII. When transmitting applications, Heads of Divisions/Sections/Human Resource Section of the respective region should:-

- (a) verify all documents and evidence in respect of information given under any of the headings at Part I of the application forms;
- (b) complete **Part II** of the application form of each applicant of their respective Divisions/Sections and sign the last part of the application form certifying the correctness of the particulars recorded therein. The duplicate form should be submitted to the Human Resources Section within **one week** after the closing date.

P.T.O.

(c) The Human Resource Section of Regional Hospitals should verify the duplicate copy and complete Part III before submitting any application to the Senior Chief Executive (attention Human Resource Section A), Ministry of Health and Wellness, Level 2, NexSky Building, Ebene, within fifteen days after the closing date.

VIII. Heads of Divisions/Sections should ensure that the contents of this Circular are brought to the attention of all eligible employees including those on leave.

Date: 23 July 2025

**Ministry of Health and Wellness
Level 2, NexSky Building
Ebene**

MINISTRY OF HEALTH AND WELLNESS

Part I

1. **Post applied for:**.....
2. **Date of advertisement:**.....
3. **Surname** *(in block letters)*:.....
4. **Other names:**.....
5. **Maiden Name** *(if applicable)*:.....
6. **Title:** Mr ☐ Mrs ☐ Miss ☐ *(Tick as appropriate)*
7. **Date of Birth:** 8. **Age:**
9. **National Identity No.:**
10. **Telephone No.:** Res:..... Mobile:
11. **Residential Address** *(in block letters)*:.....
12. **Place of work:**.....
13. **Date joined service:**.....as.....
14. **Date transferred to PPE:**.....
15. **Present Job Title:**.....
16. **Date of Present Appointment:**.....
17. **Previous Appointment held in the Government Service and Capacity:**

<i>Appointment</i>	<i>From</i>	<i>To</i>	<i>Ministry/Department</i>

18. **Qualifications:**

- (a) **Detailed Results**

<i>C.P.E/PSLC Year.....</i>		<i>School Certificate Year.....</i>		<i>GCE 'O' Level Year.....</i>	
<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>

Note: Please attach copies of birth and educational certificates.

(b) Any other qualifications/experience: (e.g actingship):
.....
.....

19. (a) **Have you been the subject of an investigation/enquiry for any offence during the last 10 years?**

Answer Yes or NoIf Yes, indicate nature of offence and date of outcome.

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

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

.....
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Date:.....
Signature of Applicant

Part II
To be filled in by Head of Division/Section/Unit concerned

(i) **Record of sick leave during the past 3 years:**

2022:..... 2023:..... 2024:.....

Record of unauthorised absence during the past 3 years:

2022:..... 2023:..... 2024:.....

(ii) **Report on applicant:**

Work: Conduct: Attendance:

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

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.....

Date:.....
Signature

Name (in full):

Designation:

Part III

To be filled by an officer not below the rank of Human Resource Executive in the Human Resource Section of the Regional Hospitals where the applicant is posted

(i) Whether officer has been subject to disciplinary action for the past ten years. If in the affirmative, please give details:

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(ii) Whether the officer was / or is subject to police enquiry for any offence. If in the affirmative, please give details:

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(iii) Overall Score of Performance obtained according to the Performance Appraisal Form during the past 3 years:

<i>Year</i>	<i>Rating</i>	<i>Year</i>	<i>Rating</i>	<i>Year</i>	<i>Rating</i>
2022/2023		2023/2024		2024/2025	

I certify that particulars under Parts I, II and III have been verified and found correct.

Date:.....

.....
Signature

Name (in full):

Designation:
