



REPUBLIC OF MAURITIUS
MINISTRY OF HEALTH AND WELLNESS

Circular No. 10. of 2025
Vacancies for the Post of Health Sterile Services Assistant

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry who wish to be considered for appointment as **Health Sterile Services Assistant** in the Ministry of Health and Wellness.

II QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment of the Ministry of Health and Wellness, who possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

III. DUTIES

1. To be responsible to the Health Sterile Services Superintendent through the Health Sterile Services Supervisor for –
 - (i) receiving, sorting, cleansing, checking, folding, wrapping and packing of linen items/instruments and different types of gauzes;
 - (ii) sterilization of packed items, after loading same in footages;
 - (iii) operating of Autoclaves for sterilization procedures; and
 - (iv) operating Air Compressor, Water Softening Plant, Steam Generator, Ultrasonic Cleaner, Washer/Disinfector and other Auxiliary equipment used for sterilization purposes.
2. To perform washing and disinfecting of medical instruments.
3. To label and sort packed items in both sterile store and non-sterile bulk stores.
4. To issue, distribute and deliver linen items and instruments to wards/units, operating theatres and annexed Health Institutions.
5. To assist the Health Sterile Services Supervisor in sterile store and non-sterile bulk stores for the counting, ordering, sorting and labelling of packed items and raw Central Sterile and Supply Department consumables.
6. To operate Washer/Disinfector machines for the disinfection of instruments received from wards/units, operating theatres and annexed Health institutions.
7. To use ICT in the performance of his duties.

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 Health Sterile Services Assistant in the roles ascribed to him.

IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs 15,745 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 a month plus salary compensation, at approved rates.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of at least six months under the supervision of the Health Sterile Services Superintendent. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Health Sterile Services Assistant in a substantive capacity, as and when vacancies occur.

V. MODE OF APPLICATION

- a. Qualified candidates should submit their application on prescribed forms which may be obtained either from the Hospital Executive Assistant's Office or the Human Resource Sections of the Regional Hospitals or the Reception Counter of the Ministry of Health and Wellness, 2nd Floor, Nexsky Building, Cybercity, Ebène, or from the website of the Ministry at <https://health.govmu.org/health>.
- b. Candidates should submit their Application Form in duplicate. The original to be sent directly to the Senior Chief Executive, Ministry of Health and Wellness before the closing date and the duplicate, through their respective Head of Divisions/Sections and Human Resource Section of their respective region, within a week of the closing date.

VI. IMPORTANT

- a. 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.
- b. Applications not made on the Prescribed Form will not be accepted.
- c. The originals of Birth and Educational qualification certificates should not be submitted with applications, but applicants should produce same when called upon to do so.
- d. Head of Sections/Divisions should ensure that the contents of this Circular are brought to the attention of all eligible employees and that, in the case of employees who are overseas or on leave, a copy of the Circular together with the Application Forms, are despatched to these employees on the very day on which the Circular is issued.

VII. CLOSING DATE

Application Forms should reach the Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 2nd Floor, Nexsky Building Cybercity, Ebène not later than 3.30 p.m on Wednesday 10 December 2025. Application Forms received after the closing date will not be considered. The onus for the prompt submission of applications, so that they reach within the prescribed date rests solely on applicants.

VIII. When transmitting duplicate of the Application Forms:-

- a. Head of Divisions/Sections should verify all documents and evidence in respect of information given under any of the headings at **Section A** of the Application Form and complete **Section B** of the Application Form of each applicant of their respective Divisions/Sections and sign the last part therein, certifying the correctness of the particulars recorded. The duplicate form should be submitted to the Human Resource Section within **one week** after the closing date; and
- b. **Human Resource Section (Regional Hospital) should verify the duplicate copy and complete Section C before submitting any application to the Acting Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 2nd Floor, Nexsky Building, Cybercity, Ebène within fifteen days after the closing date.**

Date: 20 November 2025

**Ministry of Health and Wellness
2nd Floor, Nexsky Building, Cybercity,
Ebène**

MINISTRY OF HEALTH AND WELLNESS

Application Form for the Post of Health Sterile Services Assistant

SECTION A (to be filled in by Applicant)

1. **Post applied for:**
2. **Date of advertisement:**
3. **Title:** Mr ☐ Mrs ☐ Miss ☐ (Tick as appropriate)
4. **Surname** (in block letters):
5. **Other names:**
6. **Maiden Name** (if applicable):
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 Permanent and Pensionable Establishment:**.....
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. **Educational Qualifications:**

(a) **Detailed Results**

C.P.E/PSLC/PSAC Year.....		Cambridge S.C/Cambridge G.C.E/London G.C.E 'O' Level Year.....		Cambridge H.S.C/Cambridge G.C.E/London G.C.E 'A' Level Year.....	
Subjects	Grade	Subjects	Grade	Subjects	Grade

Note: Please attach copies of birth and educational certificates.

19. Type of Valid Driving Licence/s possessed – specify (please attach photocopy of the Licence/s) whether manual gear or not.

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20. **Any experience relevant to the post applied for (attach documentary evidence of experience claimed):**

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

Answer Yes or No

If 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 No

If 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

SECTION B
(to be filled in by Head of Division/Section/Unit concerned)

(i) Record of sick leave during the following years:

2022: 2023:2024: 2025(as at date):

Record of unauthorised absence during the following years:

2022: 2023:2024: 2025(as at date):

(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):

Post Held:

[Stamp of Ministry]

SECTION C

(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 Section A, B and C have been verified and found correct.

Date:

.....
Signature

Name (in full):

Designation:

[
Stamp of Ministry
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