

MINISTRY OF HEALTH AND WELLNESS

Circular Letter No. 8 of 2026

Vacancies for the post of Ambulance Care Attendant (on shift)

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry who wish to be considered for appointment as Ambulance Care Attendant (on shift) in the Ministry of Health and Wellness.

I. QUALIFICATIONS

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

- (a) possess the Certificate of Primary Education or the Primary School Achievement Certificate; and
- (b) reckon at least three years' service in the Ministry.

Note 1:

In the absence of employees possessing the qualification at (a) above, consideration will be given to those who show proof of being literate and who reckon at least three years' service in the Ministry.

Note 2:

Selected candidates will be appointed in a temporary capacity for a period of six months in the first instance and will be required to follow a course in First Aid, as approved and arranged by the Ministry. On completion of the temporary period including the successful completion of the course and on being favourably reported upon, they will be considered for appointment as Ambulance Care Attendant (on shift) in a substantive capacity.

II. DUTIES

1. To be responsible to the Hospital Administrative Assistant through the Hospital Executive Assistant (on shift) in the performance of the following duties –
 - (a) handling the sick, injured and the convalescents who enter and leave an ambulance;
 - (b) assisting in the conveyance of patients under normal conditions and also during pandemic situations to and from an ambulance;
 - (c) maintaining the ambulance in clean condition at all reasonable times both inside and outside by following the necessary disinfection protocols and making use of cleaning/spraying disinfectants to prevent infection and insect infestation; and
 - (d) assisting the driver in carrying out simple maintenance tasks and effecting minor repairs in ambulance.

2. To inform the Hospital Executive Assistant (on shift) and the Hospital Administrative Assistant on the renewal of fire extinguishers found in the ambulance/van.
3. 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 Ambulance Care Attendant (on shift) in the roles ascribed to him.

Note

Ambulance Care Attendants (on shift) will be required to work on shift covering a 24-hour service including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities in accordance with the protocol of the Ministry.

III. SALARY

The permanent and pensionable post carries salary in the scale of Rs 24245 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 - 34720 a month.

The selected candidates will be appointed in a temporary capacity in the first instance for a period of six months and will draw a flat salary of Rs 24245. However, for the year 2026 candidates will draw the corresponding discounted salary of Rs 22419 a month as specified at Row 3 of the Consolidated Master Conversion Table in the Annex to the Ministry of Public Service and Administrative Reforms Circular Letter No. 3 of 2026. Moreover, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Ambulance Care Attendant (on shift) in a substantive capacity subject to:-**

- (a) **vacancies arising in the grade;**
- (b) **successful completion of the course in First Aid; and**
- (c) **being favourably reported upon by their respective Head of Divisions/Sections.**

IV. MODE OF APPLICATION

- a. Qualified candidates should submit their application on the prescribed form 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, Ebene, 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 Acting 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.**

V. 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 as and 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 Form, are despatched to these employees on the very day on which the Circular is issued.**

VI. CLOSING DATE

Application Forms should reach the Acting Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, **2nd Floor, NexSky Building Cybercity, Ebene** not later than **3.30 p.m on Wednesday 15 April 2026. 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.

VII. 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 from 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. **the 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, Ebene within fifteen days after the closing date.**

Date: 26 March 2026

**Ministry of Health and Wellness
2nd Floor, NexSky Building Cybercity
Ebene**