

MINISTRY OF HEALTH AND WELLNESS

Circular Letter No. 6 of 2026

Vacancies for the post of Driver (Heavy vehicles above 5 tonnes)

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry who wish to be considered for appointment as **Driver (Heavy vehicles above 5 tonnes)** in the Ministry of Health and Wellness.

I. QUALIFICATIONS

By selection from among employees in the grade of Driver (Ordinary vehicles up to 5 tonnes) on the permanent and pensionable establishment of the Ministry who possess a Goods Vehicle Driving Licence (manual gear) and who have good eyesight.

NOTE 1

In the absence of employees in the grade of Driver (Ordinary Vehicles up to 5 tonnes) on the permanent and pensionable establishment of the Ministry who possess a Goods Vehicle Driving Licence (manual gear) and who have good eyesight, by selection from among employees on the permanent and pensionable establishment of the Ministry who –

- (i) possess the Certificate of Primary Education;
- (ii) possess a valid Goods Vehicle Driving Licence (manual gear);
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have a good eyesight

NOTE 2

Selected candidates will be required to –

- (a) undergo a medical test to be carried out by the Ministry to assess their eyesight; and
- (b) obtain a Special Service Driving Licence for Goods Vehicle (manual gear).

II. DUTIES

1. To drive buses, lorries and other vehicles above 5 tonnes.
2. To drive cars, vans and caravans, as and when required.
3. 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 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 informing the officer in charge of transport when servicing is due;
 - (f) washing and cleaning the vehicle's body and interior;
 - (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.
4. 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.
 5. 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.
 6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
 7. 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.
 8. To perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
 9. To ensure the security of all equipment in the vehicle including the Global Positioning System (GPS), Public Address System and lightbar modules including the driver token allocated to him.
 10. 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 Driver (Heavy vehicles above 5 tonnes) in the roles ascribed to him.

NOTE

1. Drivers (Heavy vehicles above 5 tonnes) may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.
2. Drivers (Heavy vehicles above 5 tonnes) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

III. SALARY

The permanent and pensionable post carries salary in the scale of Rs 26645 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 40110 a month plus salary compensation, at approved rates.

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 26645. However, for the year 2026 they will draw the corresponding discounted salary of Rs 24815 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 **Driver (Heavy vehicles above 5 tonnes) in a substantive capacity subject to:-**

- (a) **vacancies arising in the grade;**
- (b) **favourable eyesight report; 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 01 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: 10 March 2026

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

*Copy to: Director, Public Health and Food Safety
Director, Laboratory Services
Chief Hospital Administrator
Regional Health Services Administrators, JH, SSRNH, SAJH, JNH and VH
Hospital Administrator, All Hospitals
Assistant Manager, Human Resources, JH, SSRNH, SAJH, JNH and VH
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