

MINISTRY OF HEALTH AND WELLNESS

Circular Letter No. 5 of 2026

Vacancies for post of Attendant Nursing School

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry, who wish to be considered for appointment as Attendant Nursing School in the Ministry of Health and Wellness.

II. QUALIFICATIONS

- A. By selection from among employees on the permanent and pensionable establishment of the Ministry, who possess a Cambridge School Certificate or have obtained passes 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.
- B. Candidates should :-
- (i) be able to communicate in English and French;
 - (ii) possess qualities such as reliability and trustworthiness;
 - (iii) possess interpersonal skills; and
 - (iv) have the ability to work in a team.

III. DUTIES

1. To open and close the school.
2. To maintain and clean offices, classrooms, demonstration rooms, store rooms, mess room, library, dressing rooms, toilet and corridors.
3. To clean -
 - (i) equipment such as bowls, jugs, trays, trolleys, wash basin and sinks; and
 - (ii) windows and doors.
4. To collect and distribute/serve tea, bread, butter and milk from hospital kitchen.
5. To prepare and serve snack meals and drinks to students.
6. To handle and take care of the dirty linen and students' uniforms for laundry.
7. To keep proper records of clean linen.
8. To collect necessary materials, as required from the wards or units, such as urine specimen or instrument for demonstration or examination purposes.
9. To collect and distribute materials from stores and other Sections/ Units/Departments Institutions.

10. To attend to phone calls.
11. To operate office equipment such as duplicating, photocopying and fax machines.
12. To run official errands, including the despatch of correspondence, forms, materials, the distribution of files, documents and faxes.
13. To load and unload printed papers, documents and books from the government printing as required.
14. To accompany and provide help to tutorial staff for the despatch of written examination papers.
15. 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 Attendant Nursing School in the roles ascribed to him.

IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs 23,345 x 300 - 26,945 x 320 - 28,865 x 350 - 30,965 x 400 - 31,765 x 425 - 33,040 x 560 - 33,600 a month.

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 Rs 23,345 at the discounted salary of Rs 21,532 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. However, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Attendant Nursing School in a substantive capacity subject to: -**

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

V. 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 (HR) Sections of the Regional Hospitals or at the Reception Counter of the Ministry of Health and Wellness, Level 2, Nexsky Building, Cybercity, Ebene, or from the website of the Ministry at <http://health.govmu.org>

- 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 Heads 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 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 Forms, are despatched to these employees on the very day on which the Circular is issued.

VII. 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 Thursday 26 March 2026. Applications 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 **Applications Forms**: -

- (a) Heads 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, Ebene, within fifteen days after the closing date.

Date: 06 March 2026

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

*Copy to: Regional Health Services Administrator, JH, SSRNH, SAJ, JNH and VH
Chief Hospital Administrator
Hospital Administrator, All Hospitals
Manager, Human Resources, JH, SSRNH, SAJ, JNH and VH
Principal Nurse Educator, Central School of Nursing
File "Circular"*

18. **Educational Qualifications:**

(a) **Detailed Results**

<i>C.P.E/PSLC Year.....</i>		<i>Cambridge S.C 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.

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

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20. (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:.....

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Signature of Applicant

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

(i) **Statement of sick leave taken and unauthorised leave:**

Year	Sick Leave Taken	Leave without pay	Unauthorised absences
2023			
2024			
2025			

(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]