

MINISTRY OF HEALTH AND WELLNESS

Circular Letter No. 12 of 2026

Vacancy for the post of Attendant (Hospital Services) (on shift)

Applications are invited from qualified employees of the Ministry who wish to be considered for appointment as **Attendant (Hospital Services) (on shift)** 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 or the Primary School Achievement Certificate;
- (ii) reckon at least three years' service in the Ministry; and
- (ii) have a good physique.

NOTE

In the absence of candidates possessing the qualification at (i) above, consideration will be given to those who show proof of being literate and who possess the qualifications at (ii) and (iii) above

III. DUTIES

1. To be responsible to the Hospital Executive Assistant (on shift) through the officer in charge of the Ward/Unit in the performance of the following duties-

- (a) cleaning wards, bathrooms, sluice rooms, toilets, verandas, corridors, staircases and all utensils used in wards and to keep them clean and ready for use. For spots above hand's reach such as, walls and ceilings, same should be cleaned up to a reasonable height by making use of mops;
- (b) removing immediately from ward all soiled linen and utensils;
- (c) carrying –
 - (i) hot water from boiler and handing over same to the Nursing Officer;
 - (ii) stretchers, wheelchairs, trolleys with or without patients from one ward to another, to and from the operation rooms, outpatient clinics, physiotherapy and X-Ray departments, laboratory, or to any other department of the hospital;

- (iii) foodstuffs and stores from kitchen and store rooms to Wards/Units and to hand them over to the Ward Manager (Male), Ward Manager (Female), Charge Nurse (Male) and Charge Nurse (Female);
- (iv) soiled linen to the linen room and handing over clean linen items to the Ward Manager (Male), Ward Manager (Female), Charge Nurse (Male) and Charge Nurse (Female);
- (v) drugs and medicines from pharmacy to wards and vice versa; and
- (vi) messages or specimens, whenever required;
- (d) transferring dead bodies from the wards to the Hospital's mortuary, accompanied by a Nursing Officer;
- (e) maintaining equipment and furniture in Wards/Units cleaned and tidy; and
- (f) providing assistance to Nursing Officers during the transport of patients from one institution to another, whenever required.

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 Attendant (Hospital Services) (on shift) in the roles ascribed to him.

Note

Attendant (Hospital Services) (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.

IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs 24,245 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 34,720 a month.

The selected candidates will, in the first instance, be appointed in a temporary capacity and will draw a flat salary of Rs 24,245 a month. However for the year 2026, selected candidates will draw salary at the discounted salary of Rs 22,419 a month. However, in case employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Attendant (Hospital Services) (on shift) in a substantive capacity subject to:-**

- (a) **vacancies arising in the grade; and**
- (b) **being favourably reported upon by their respective Head 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 Sections of the Regional Hospitals **or** at 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 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 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.**

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, Ebene** not later than **3.30 p.m on Wednesday 19 August 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.

VIII. When transmitting **duplicate** of the **Application Forms**:-

- a. Head of Divisions/Sections, where applicable, 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 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: 30 July 2026

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

