

**MINISTRY OF EDUCATION, TERTIARY EDUCATION,
SCIENCE AND TECHNOLOGY**

Circular Note No. 32 of 2023

Vacancies for the Post of Lorry Loader

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Lorry Loader in the Ministry of Education, Tertiary Education, Science and Technology.

2. QUALIFICATIONS

By selection from among serving General Workers in the Public Service who are on the permanent and pensionable establishment and who have a good health and a sound physique.

3. DUTIES

1. To load, unload and store properly items and/or any other materials/equipment in an orderly manner.
2. To ensure that the loaded stores items are properly covered and safe especially during rainy weather conditions.
3. To accompany drivers in lorries or any other Government vehicles and help in cases of breakdown.
4. To help in removing and mounting tyres.
5. To clean and wash lorries and to keep tidy the lorry or any other Government vehicle in use.
6. 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 Lorry Loader in the roles ascribed to him.

4. SALARY

The permanent and pensionable post of Lorry Loader carries salary in scale Rs 13745 x 230 -13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 – 21850 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 13,745 a month plus salary compensation at the approved rate. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

5. **MODE OF APPLICATION**

- (a) Applicants should submit their application on the enclosed prescribed Application Form **in duplicate**, as follows:
- (i) the original Application Form duly filled in together with copies of Birth, Marriage (where applicable) and Educational Certificates, if any, should be sent directly to the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology within the closing date for submission of applications;
 - (ii) candidates not within this Ministry should submit the duplicate Application Form through their respective Supervising/Responsible Officer of Ministry/Department where posted, who will forward the duly completed form to the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology within a week after the closing date; and
 - (iii) candidates within this Ministry should submit the duplicate Application Form through their Head of Divisions/Sections/Schools who will forward the duly completed form to their respective Human Resources Section for onward transmission to the Head Office of the Ministry within a week after the closing date.
- (b) Applications **not** made on the prescribed form may not be accepted.
- (c) Photocopies of Birth, Marriage (where applicable) and Educational Certificates and the National Identity Card should be submitted along with the Application Form and applicants should produce the originals as and when called upon to do so.
- (d) This Circular Note together with the Application Form are available on the website of the Ministry of Education, Tertiary Education, Science and Technology at the following address: <http://ministry-education.govmu.org>.
- (e) Envelopes should be clearly marked “Post of Lorry Loader” on the top left corner.

6. **IMPORTANT**

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of the candidate. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment;
- (ii) Qualifications obtained **after** the specified closing date and time for the submission of applications will **not** be considered;

- (iii) The onus for the prompt submission of applications so that they reach the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology in time lies solely on applicants. Only qualified persons should apply;
- (iv) The originals of Birth, Marriage (where applicable) and Educational Certificates should **not** be submitted with the Application Form, but applicants should produce these if and when called upon to do so; and
- (v) Head of Divisions/Sections/Schools should ensure that the contents of this Circular Note are brought to the attention of all eligible employees and that, in case of eligible employees who are **overseas or on leave**, a copy of the Circular Note together with application forms are despatched to these employees on the very day on which the Circular Note reaches their Ministry/Department.

7. **CLOSING DATE**

Applications should reach the **Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology, Human Resources Section, 2nd Floor, MITD House, Phoenix 73544** not later than **3.30 p.m on Monday 05 June 2023.**

**Ministry of Education, Tertiary Education,
Science and Technology
MITD House
Phoenix - 73544**

Date: 16 May 2023