



REPUBLIC OF MAURITIUS  
MINISTRY OF EDUCATION AND HUMAN RESOURCE

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**EST 14/046 IV**  
**Circular Note No. 13 of 2025**

**From: Senior Chief Executive, Ministry of Education and Human Resource**

**To: Acting Director, Education Zones 1 – 4**  
**Manager, Human Resources, Education Zones 1 - 4**  
**Manager, Procurement and Supply, Procurement and Warehousing Section**  
**Head of Divisions/Sections/Schools/SEN Resource Centres**

**Vacancy for the post of Lorry Loader**

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

**2. QUALIFICATIONS**

By selection from among General Workers on the permanent and pensionable establishment of the Ministry 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 13,745 x 230 – 13,975 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 21,850 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 rates. 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**

- (i) Applicants should submit their application on the enclosed prescribed Application Form **in duplicate** as follows: -
  - (a) 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 Senior Chief Executive, Ministry of Education and Human Resource within the closing date for submission of applications; and
  - (b) the duplicate through their respective Head of Divisions/Sections/ Schools who, after completing Part B, will forward it to the Manager, Human Resources of the Zone for filling of Part C before transmitting it to the Senior Chief Executive, Ministry of Education and Human Resource within a week after the closing date. For employees not posted in Zones, the second copy should be submitted to the Manager, Human Resources, Head Quarters (Minor and other Grades Section).
- (ii) Applications **not** made on the prescribed form will not be accepted.
- (iii) This Circular Note together with the Application Form are available on the website of the Ministry of Education and Human Resource at the following address: <http://ministry-education.govmu.org>
- (iv) 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 Senior Chief Executive, Ministry of Education and Human Resource in time lies solely on applicants. Only qualified persons should apply;
- (iv) The originals of Birth, Marriage and Educational Certificates should **not** be submitted with the application, 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 this Circular Note together with application form are despatched to these employees on the very day on which the Circular Note reaches their Division/Section/School.

**7. CLOSING DATE**

Applications should reach the Senior Chief Executive, Ministry of Education and Human Resource, Human Resources Section, 2<sup>nd</sup> Floor, MITD House, Phoenix 73544 **not later than 3.30 p.m on Monday 08 September 2025.**

**19 August 2025**

**Ministry of Education and Human Resource  
MITD House  
Phoenix 73544**