



REPUBLIC OF MAURITIUS
MINISTRY OF EDUCATION AND HUMAN RESOURCE

ME/EST 5/043 VI
Circular Note No. 40 of 2026

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 Sections
Head of Divisions/Sections/Schools/SEN Resource Centres

Vacancies for Post of Stores Attendant

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

2. 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; and
- (ii) have a good knowledge of stores duties and are familiar with common items of stores.

NOTE 1

In the absence of employees on the permanent and pensionable establishment of the Ministry possessing the qualification at (i) above, consideration will be given to those who show proof of being literate.

3. DUTIES

- 1. To be responsible to the officer-in-charge of procurement and supply section for:
 - (i) opening and closing of stores apertures, as required;
 - (ii) cleaning the store premises;
 - (iii) collecting, loading, unloading and conveying stores items;
 - (iv) opening packages, crates, cases and other stores items;

- (v) handling all stores items, as required;
 - (vi) removing all packing materials, empty crates, boxes and other stores items to appropriate places for their eventual disposal;
 - (vii) packing stores items as required;
 - (viii) washing, cleaning and stowing empty containers;
 - (ix) collecting and despatching stores correspondence, as required;
 - (x) placing and arranging items of stores on shelves and maintaining them clean and in order;
 - (xi) preparing parcels of articles for issue to schools; and
 - (xii) operating and maintaining in good working conditions equipment such as electronic power stacker and trolleys, if any.
2. To assist the officer-in-charge of procurement and supply section in any work of similar nature such as in inventories, surveys and sales.
3. 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 Stores Attendant in the roles ascribed to him.

4. SALARY

The permanent and pensionable post of Stores Attendant carries salary in scale Rs 22,445 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 32,615 a month.

However, for the year 2026, the corresponding discounted salary will be as specified at Row 3 of the Consolidated Master Conversion Table in the Ministry of Public Service and Administrative Reforms Circular Letter No. 3 of 2026.

5. MODE OF APPLICATION

- (i) Qualified candidates 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 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 forms will not be accepted.
- (iii) Envelopes should be clearly marked "Post of Stores Attendant" on the top left corner.
- (iv) 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: <https://education.govmu.org>.

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 forms 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, 2nd Floor, MITD House, Phoenix 73544** not later than **3.30 p.m on Wednesday 16 September 2026.**

27 August 2026

Ministry of Education and Human Resource
MITD House
Phoenix 73544