

Website Communiqué



THE MAURITIUS TELUGU CULTURAL CENTRE TRUST

UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURE

Vacancy for the post of Driver / Office Auxiliary

Applications are invited from suitably qualified candidates who wish to be considered for appointment for Driver / Office Auxiliary at The Mauritius Telugu Cultural Centre Trust, a parastatal body set up under the Mauritius Telugu Cultural Centre Trust Act 2001 (Act No. 4 of 2001) and falling under the aegis of the Ministry of Arts and Culture.: -

II. AGE LIMIT

Candidates, unless already in the Public Sector, should not have reached their **48th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

By selection from among candidates who-

- (i) Possess the Certificate of Primary Education or Primary School Achievement Certificate;
- (ii) Possess a valid driving license (manual gear) to drive cars or vans or 115-seater minibuses or lorries up to five tons;
- (iii) Have basic knowledge of mechanics and simple vehicle maintenance and
- (iv) Have a good eyesight

Candidates should produce written evidence of knowledge claimed.

NOTE 1

In the absence of candidates possessing the qualifications at (i) above, consideration will be given to candidates who show proof of being literate.

NOTE 2

Selected candidates will be required to undergo a medical test to assess their eyesight and physical fitness

IV. DUTIES

1. To drive the vehicles of the Mauritius Telugu Cultural Centre Trust for the conveyance of staff, visitors, materials and equipment in connection with the activities of the organization.
2. To carry out simple checks / maintenance tasks including-
 - (i) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (ii) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
 - (iii) testing and cleaning fuel pump and carburetor;
 - (iv) checking of fluids levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (v) monitoring mileage run/period vehicle is used, and informing the officer in charge of transport when servicing is due;
 - (vi) checking wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (vii) keeping engine compartment free of dirt, oil or grease;
 - (viii) carrying out preventive servicing of the vehicle under his responsibility;
 - (ix) washing and cleaning the vehicle's body and interiors;
 - (x) ensuring that the interior of the vehicle is kept clean at all time and free of dust;
 - (xi) checking of battery electrolyte level and topping up, as and when necessary; and
 - (xii) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
3. To report any defect observed to the officer in charge and take vehicle to workshop for repair/servicing, as instructed by the latter.
4. To attend to minor repairs such as cleaning of spark plugs, replacing of fuse or bulb, changing of tyres and making arrangements for mending of punctures in the event of breaks down on the road.
5. To help, whenever required, the mechanic when the vehicle under his charge breaks down on the road and has to be towed or repaired on the spot.
6. To keep a log book and record issue of fuel, all movements, tyres and battery changes.
7. To open and closes offices.
8. To perform messengerial duties such running errands, dispatch of correspondence and distribution of files and documents, and photocopying of documents, as and when required.
9. To usher in/guide visitors to the schedule officers and maintain a record of such visits, as an when required
10. To clean premises and to maintain the physical environment at good standard.

11. To ensure that all switches /lights are turned off before leaving the office every afternoon.
12. To operate a duplicating machine, photocopying machine and telephone switchboard/PABX console, as and when required.
13. To keep a high standard of maintenance of the Mauritius Telugu Cultural Centre Trust.
14. 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 Driver / Office Attendant in the roles ascribed to him.

Note

1. Driver/Office Auxiliary will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.
2. Driver/Office Auxiliary should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for their vehicles.

IV. SALARY

The permanent and pensionable post carries salary in scale of Rs24245 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 37290

However, for the year 2026, the discounted initial salary would be Rs22,419/-

V. MODE OF APPLICATION

1. Qualified candidates should submit their duly filled-in application form which may be obtained at the Reception Desk of the MauritiusTelugu Cultural Centre Trust, Level 3, Orchid Tower, Sir William Newton Street, Port Louis, from Monday to Friday between 09.00 hours and 16.00 hours or may be downloaded from the website of the Mauritius Telugu Cultural Centre Trust at <https://www.mtelugucct.com/> together with photocopies of academic qualifications, evidence of experience and any other relevant documents, by registered post to The Chairperson, Mauritius Telugu Cultural Centre Trust, Level 3, Orchid Tower, Sir William Newton Street, Port Louis.
2. Candidates are also requested to read carefully the “**NOTES AND INSTRUCTIONS TO CANDIDATES**” before filling in the Application Form. 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 candidate.**
3. The envelope should be clearly marked on the top left-hand corner - “Post of Driver /Office Auxiliary”.

VI. CLOSING DATE

Application Forms should reach the Chairperson, Mauritius Telugu Cultural Centre Trust, Level 3, orchid Tower, Sir William Newton Street, Port Louis, **not later than 15 00 hours (local time) on Monday 16 November 2026.** Application forms received after the specified closing date and time will not be considered.

NOTE

- (i) Applications **not** made on the prescribed form will not be accepted.
- (ii) Application forms received after the **specified closing date and time will not be considered.**
- (iii) The onus for the submission of written evidence of qualifications, experience, knowledge claimed and equivalence of qualifications (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests with the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate by the closing date.
- (i) The Mauritius Telugu Cultural Centre Trust reserves the right to convene only the best qualified candidates for the interview as well as the right not to make any appointment following this advertisement.

Date: 26 October 26

**Mauritius Telugu Cultural Centre Trust
Level 3, Orchid Tower
Sir William Newton Street
Port Louis**