

SCHEME OF SERVICE

Organisation : MAURITIUS TELUGU CULTURAL CENTRE TRUST

Post : **Driver / Office Attendant**

Salary: Rs 24,245x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 (MTeCCT1)

Qualifications: By selection from among candidates who-

- (i) possess the Certificate o Primary Education or Primary School Achievement Certificate;
- (ii) possess a valid driving licence (manual gear) to drive cars or vans or 15-seater minibuses or lorries up to five tons;
- (iii) have a 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 qualification 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.

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