

NYC 25 / 26 / D/ HR

POST : DRIVER
(On Contract basis – 1 year – Renewable)

SALARY : Rs 16,500

QUALIFICATIONS

Candidates should:

- a) possess minimum Form III or an equivalent qualification acceptable to the NYC;
- b) possess a valid driving licence (manual gear) to drive cars, vans and heavy motor cars (Bus) exceeding 15 Passengers;
- c) have a basic knowledge of mechanics and simple vehicle maintenance;
- d) must meet medical fitness standard for driving including good eyesight; and
- e) possess a clean certificate of character.

AGE LIMIT

Candidates should have reached their 18th birthday and should not have reached their 45th birthday by the closing date for the submission of application.

DUTIES

1. To drive vehicles for the conveyance of staff, participants and visitors, materials and equipment in connection with the activities of the Council.
2. To carry out simple checks / maintenance tasks including
 - a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
 - c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - d) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - e) monitoring mileage run/period vehicle is used, and inform the officer-in-charge of transport when servicing is due;
 - f) washing and cleaning the vehicle's body and interiors;
 - g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - h) checking of battery electrolyte level and topping up, as and when necessary; and
 - i) 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 of transport 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 breakdown 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 perform messengerial duties such as running errands, despatch of correspondence and distribution of files and documents, as and when required.
8. 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 in the roles ascribed to him.

NOTE

1. In the absence of candidates possessing the qualification at (a) above, consideration will be given to candidates who show proof of being literate
2. The Candidate will undergo a medical test, including assessment of eyesight before recruitment.
3. Appointment to the above-mentioned posts will be on a contract basis for an initial period of one year, renewable subject to satisfactory service.
4. Drivers may be required to work outside normal working hours including Sundays and Public Holidays.

MODE OF APPLICATION

1. Job information and Application Form may be obtained at the National Youth Council Office, Helvetia Youth Hub, Helvetia, Saint Pierre or on the website <https://nyc.govmu.org/#downloads>
2. Only qualified persons should apply and should submit their application on the prescribed Application Form **ONLY**.
3. Envelopes should be clearly marked on the top left-hand corner the post applied for.
4. Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination. 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.
5. Copies of Birth and Educational certificates should **NOT** be submitted with the application, but applicants should produce originals if and when called upon to do so.
6. Applications should reach the Secretary, National Youth Council, Helvetia Youth Hub, Helvetia, Saint Pierre not later than **16:00 hours on Monday 11 August 2025** through registered post **ONLY**. Applications obtained after the closing date and time will **NOT** be considered.

THE NATIONAL YOUTH COUNCIL RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT FOLLOWING THIS ADVERTISEMENT.

21 July 2025