

SMALL FARMERS WELFARE FUND
VACANCY FOR THE POST OF DRIVER/OFFICE ATTENDANT

Applications are invited from qualified candidates for the post of Driver/Office Attendant

- Qualifications:**
- A. The Certificate of Primary Education
 - B. A valid driving licence for cars, jeeps, goods vehicles and tractors with pneumatic tyres.
 - C. Ability to read and write.
 - D. Good eyesight

Responsible to: The Manager

- Duties:**
- 1. To drive a vehicle proficiently both by day and night, negotiating hills, narrow bridges and narrow roads successfully.
 - 2. To carry out simple maintenance tasks covering cleaning of engine and chassis, lubrication of vehicle, topping up of battery, keeping fuel lines free of dirt and water and cleaning of parking plugs.
 - 3. To effect minor repairs to the vehicles on the road including changing of tyres, mending punctures, using a tyre gauge.
 - 4. To test and clean fuel pump and carburetor, make brake adjustments, cleaning distributor points, change battery and remedy simple faults in ignition system.
 - 5. To keep a proper log book.
 - 6. To clean premises.
 - 7. To open, close and watch premises during business hours and operate a simple telephone switchboard.
 - 8. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files and documents.
 - 9. To perform such cognate duties as may be assigned.

Salary Scale: Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 –
22225 x 400 – 23425 x 525 – 26050 x 675 – 27400

Age Limit

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

Mode of Application

Application giving full details of qualifications and experience supported by duly certified copies of certificates and other relevant details as well as **ONUS** of equivalence of qualifications where applicable, on the prescribed Application Form should be submitted to the Manager at the below address not later than **14 November 2025 at 3.00 p.m.** The prescribed application form is available during office hours (weekdays only) at the Head Office of the Small Farmers Welfare Fund, 2ndFloor, MCIA (ex-FSC Building), St. Pierre, or on the website of the SFWF <http://sfwf.govmu.org>.

01 November 2025