

NOTICE OF VACANCY (INTERNAL)

Applications are invited from suitably qualified candidates at the AMB, to fill the following vacant positions:-

- (1) **Driver/Messenger;** and
- (2) **Office and Weighbridge Attendant.**

(1) Driver/Messenger

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| <u>Qualifications:</u> | By selection from among employees of the Agricultural Marketing Board holding substantive appointment and who - <ol style="list-style-type: none"> (i) possess a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to 5 tons; (ii) have a good eyesight; (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and (iv) are able to read. |
| | <u>Note</u> Selected candidates will be required to undergo a medical test to assess their eye sight. |
| <u>Salary:</u> | Rs 15,485 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 (AMB 5) |
| <u>Duties:</u> | <ol style="list-style-type: none"> 1. To drive vehicles proficiently both during the day and night; 2. To carry out simple maintenance tasks; 3. To report promptly any defect to the officer-in-charge of the section where he is posted; 4. To wash and keep clean the vehicle he usually drives at all times; 5. To make precise entries in the Driver's Movement Book and Log Book for the vehicle, whenever applicable; 6. To perform certain messengerial duties such as running errands, dispatch works, attending to post offices, payment of utility bills and others; 7. To collect letters/stationeries and store items from shops/warehouses; 8. To supervise and undertake loading and unloading of goods for delivery at AMB's sales points and to other retailers; 9. To ensure accurate delivery of produce in terms of weight; 10. To ensure the validity of fire extinguishers, road tax, insurance and availability of chalk and 'Agreed Statement of Facts on Motor Vehicle Accidents' forms prior to starting any trip, including availability of valid 'Conditions'; 11. To ensure safe custody of all AMB's asset during transportation/transit; 12. 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/Messenger in the roles ascribed to him. |
| | <u>Note</u> Drivers/Messengers may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and officially declared cyclone days. |

(2) Office and Weighbridge Attendant

Qualifications:

By selection from among employees on the permanent and pensionable establishment of the Agricultural Marketing Board who possess the Certificate of Primary Education or the Primary School Achievement Certificate.

NOTE 1

In the absence of employees on the permanent and pensionable establishment possessing the Certificate of Primary Education or the Primary School Achievement Certificate, consideration will be given to employees on the permanent and pensionable establishment who show proof of being literate.

NOTE 2

In the absence of qualified serving employees, by selection from candidates possessing a Certificate of Primary Education or the Primary School Achievement Certificate.

Salary:

Rs 14,725 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 23,950 (AMB 3)

Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To clean offices and maintaining tidiness in the workplace.
4. To remove waste from bins.
5. To maintain cleanliness of all items and equipment in mess rooms, kitchens and offices.
6. To operate a telephone switchboard.
7. To answer telephone calls and transmit messages and to attend to bell rings.
8. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
9. To operate photocopy machines and other office equipment.
10. To move office tables, chairs and other equipment, as and when required.
11. To attend to minor manual works.
12. To prepare and serve tea/coffee/water and other refreshments at meeting, as and when required, including washing of utensils.
13. To remove and affix notices on Notice Boards and any designated areas.
14. To change batteries in wall clocks and to clean photo frames and blinds.
15. To receive and direct visitors to appropriate sections.
16. To switch off electric and electronic equipment, including air-conditioners, photocopy machines in all offices.
17. To close windows and doors before leaving office.
18. To effect thorough verification of all incoming and outgoing vehicles passing through the weighbridge.
19. To report any suspicious activity to the Weighbridge Operator.
20. 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 Office and Weighbridge Attendant in the roles ascribed to him.

Note

Office and Weighbridge Attendants may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and natural calamities.

- Conditions of Service shall be applicable as per the PRB Report 2021.
- The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities, rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and equivalence documents, as appropriate, by the closing date.

MODE OF APPLICATION

Applications **must** be made **exclusively** on the prescribed Application Form, which may be collected from the Reception Desk. Application Forms, duly filled together with photocopies of **educational certificates, birth certificate, National Identity Card, Driving Licence** for post No. (1) above and other relevant supporting documents should be addressed to the **General Manager, Agricultural Marketing Board, Leclézio Avenue, Moka.** Envelopes should be clearly marked on the top left-hand corner for the post applied.

- Incomplete or inaccurate filling of the Application Forms will not be considered.
- Failure to submit/attach the requested documents will entail disqualification.
- Application Forms received after the closing date and time will not be accepted.

Closing date: **Monday 23 October 2023 by 16:00 hours at latest.**

AMB reserves the right:

1. *to convene **only** the best qualified candidates for interview; and*
2. *not to make any appointment following this advertisement.*