

REPUBLIC OF MAURITIUS

My Ref.: EST 2/151/I/XVIII

Date: 09 August 2023

Circular Letter No. 49/2023

From: Ag. Senior Chief Executive, Ministry of Education, Tertiary Education,
Science and Technology

To: Ag. Director, Education Zones 1-4
Manager, HR (Zones 1 - 4)
Head of Primary Schools/Specialised Schools

Tour of Service to Agalega

Applications are invited from officers of Government Primary Schools who hold a substantive appointment in the grades listed below and who wish to be considered for a tour of service to Agalega:

- (i) Deputy Headmaster;
- (ii) Primary School Educator (General Purpose) for teaching of core subjects;
- (iii) Primary School Educator (for the teaching of Kreol Morisien);
- (iv) Primary School Educator (for the teaching of non-core subjects) viz:-
 - Health and Physical Education and Road Safety;
 - The Arts; and
 - Civic and Values Education; and
- (v) ICT Support Officer.

2. The selected candidates will be called upon to form part of the PTA Executive Committee and may hold office as Vice-President, Secretary, Treasurer or Auditor of the Committee. They will have to attend to PTA meetings after school hours or during weekends. The selected candidates will also help in the organisation of various activities such as film projections, sports, music, running of library etc. and are expected to work beyond normal working hours and will be required to participate in the implementation of the ZEP Programme.

3. The candidate selected for a tour of service to Agalega will be entitled to:
- (a) one free passage (by sea) for himself, his spouse and up to three dependent children below the age of 21, subject to availability of quarters in Agalega;
 - (b) a monthly disturbance allowance at the rate of 60% of his gross salary (basic salary plus salary compensation at approved rates). The monthly allowance payable will be pro-rated with respect to the duration of his stay in Agalega;
 - (c) earn vacation leave at the rate of 50% in addition to what he is entitled to for the period of his tour of service in Agalega and which he is allowed to accumulate over and above his normal maximum entitlement;
 - (d) a monthly "Zone d'Education Prioritaire" (ZEP) allowance at approved rate;
 - (e) pensionable service at the rate of two times for any period during which he is requested to serve in Agalega; and
 - (f) a monthly motivational allowance of Rs 2425.
4. On posting to Agalega, the most senior Deputy Headmaster will be paid an ad-hoc allowance for taking charge of the general administration of the schools in addition to his normal duties as well as for acting as Liaison Officer in respect of all matters related to education in Agalega.
5. The selected candidates may be called to share quarters due to limited number of lodgings and may be recalled before completion of the tour of service in the event of incompetence, misconduct or insubordination or on administrative grounds.
6. Interested candidates are requested to fill in the Application Form as per the enclosed proforma at Annex A, and submit same through the Head Master or Head of School, Division/Section, and Human Resources Section of the respective Education Zone at latest by 29 August 2023, to the following address:

The Ag. Senior Chief Executive
Ministry of Education, Tertiary Education, Science and Technology
2nd Floor, Establishment Registry
MITD House, Pont Fer
Phoenix

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7. Envelopes should be clearly marked on the top left hand corner "Tour of Service to Agalega" and should reach this Ministry not later than 15 00 hours on 29 August 2023.

8. IMPORTANT

- (a) Head of Schools are requested to ensure that a copy of this Circular is brought, immediately on its receipt, to the attention of all Deputy Headmasters, Primary School Educators - General Purpose/teaching of Kreol Morisien/ teaching of non-core subjects and ICT Support Officers, including those who are on leave, locally or abroad. The concerned officers should acknowledge receipt of the Circular as per enclosed *pro forma* at Annex B which should be returned to this Office by 29 August 2023.
- (b) By copy of this Circular Letter, the Director, Mauritius Institute of Education, is kindly requested to bring the contents thereof to the attention of all officers in the grades mentioned at paragraph one above and posted to the MIE.



D. Napal (Mrs)
for Ag. Senior Chief Executive

09 August 2023

APPLICATION FORM FOR TOUR OF SERVICE TO AGALEGA**PART I**

1. FULL NAME:.....
2. STATUS: Mr/Mrs/Miss (Single/Married)*
3. DATE OF BIRTH:.....NIC No:.....
4. RESIDENTIAL ADDRESS:.....
.....
5. CONTACT DETAILS: Phone (Res) :..... Mob:.....Email:.....
6. PRESENT POSTING:.....
7. GRADE: *(please specify)*: Temporary/Substantive
8. DATE OF PRESENT APPOINTMENT: *(excluding training period)*:
9. WHETHER PRESENTLY TEACHING GENERAL PURPOSE/KREOL MORISIEN/ NON-CORE SUBJECT/ICT
(please specify):
.....
10. ANY OTHER ADDITIONAL RELEVANT QUALIFICATIONS:.....
.....
11. WHETHER ALREADY SERVED A TOUR OF SERVICE TO AGALEGA:
(Please specify period/No. of Tours)
12. EXPERIENCE OF SOCIAL WORK (if any):.....
.....
.....
13. (a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years?
Answer Yes or No..... If Yes, indicate nature of offence and date of outcome.
.....
.....
(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?
Answer Yes or No..... If yes, give details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge) :—
.....
.....
14. Whether following medical treatment in connection with any illness: Yes/No
If yes, please attach your medical certificate.
15. IMPORTANT – PLEASE READ THE ADVERTISEMENT CAREFULLY
Incomplete, inadequate or inaccurate filling of the form may cause the elimination of the applicant. It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or tour of service terminated if officer has already been posted to Agalega.

DECLARATION

I,, the undersigned applicant, declare that the particulars in this application are true and accurate to the best of my knowledge and belief and that I have not wilfully suppressed any material facts.

.....
Date
(*delete as appropriate)

.....
Signature of Applicant

PART II

To be filled by Headmaster/Head of School

Adhoc Report on

1. Work:
2. Conduct:
3. Attendance:
4. Attitude to work:.....
5. Interpersonal skills (Including relationship with other colleagues and clientele of the school):
.....
.....
6. Whether officer has taken/takes part in extra curricular activities: Answer Yes/No.....
If yes, please specify
7. Willingness to accept and assume responsibility:
.....
.....

.....
Signature of Headmaster/Head of School
*Please delete whatever is not applicable

Name (In full):

Designation:

Office Phone No.

Date:

Seal of School

PART III

To be filled by Manager, HR (Education Zone):

(a) Record of Sick Leave:

2020: days 2021: days 2022: days 2023: days (to date)

(b) Has officer been subject to any disciplinary action: Answer Yes or No:

If yes, please give details

.....
.....
.....

(c) I certify that particulars under Parts I and III have been verified and found correct.

Signature:

Name:
(In full)

Designation:

Date:

Seal of Human
Resource Section

The Ag. Senior Chief Executive
Ministry of Education, Tertiary Education, Science and Technology

08 August 2023

Attn: HR (Primary) Section
2nd Floor
MITD House
Pont Fer
Phoenix
(Fax No: 698 6892)

Sir,

I/We, the undersigned, acknowledge receipt of **Circular Note No 49/ 2023** regarding
Tour of Service to Agalega

Name	Designation	Signature	Date

Note: Kindly fax same to this office before the closing date (i.e).

Name of School:

Seal:

Officer in Charge:

Date: