

**MINISTRY OF EDUCATION, TERTIARY EDUCATION,  
SCIENCE AND TECHNOLOGY**

**Circular Note No. 63 of 2024**

**Vacancies for the Post of Laboratory Auxiliary**

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Laboratory Auxiliary in the Ministry of Education, Tertiary Education, Science and Technology.

**II. QUALIFICATIONS**

By selection from among serving employees on the permanent and pensionable establishment who possess the Cambridge School Certificate with at least a pass in Biology or Chemistry or Physics or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Biology or Chemistry or Physics with at least Grade C in any two subjects or (ii) in six subjects including English Language and Biology or Chemistry or Physics with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

**NOTE**

In the absence of serving employees on the permanent and pensionable establishment possessing the above qualifications, consideration will be given to those who -

- (i) show proof of having sat for the Cambridge School Certificate Examination in Biology or Chemistry or Physics or the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting including Biology or Chemistry or Physics or an examination of equivalent standard acceptable to the Public Service Commission; and
- (ii) reckon at least six months experience in laboratory work.

Candidates should produce written evidence of experience claimed.

### III. DUTIES

1. To be responsible for the general cleanliness of the laboratories, benches and glass apparatuses.
2. To assemble apparatuses and prepare solutions for practical and demonstration sessions and also for examination purposes.
3. To keep a register of chemicals, specimen, glasswares and other apparatuses.
4. To keep a record of daily use of apparatuses and chemicals.
5. To assist the officer in charge of the Department in updating chemical equipment and apparatus registers on a monthly basis.
6. To assist teachers of Departments in the requisitioning of laboratory chemicals and equipment.
7. To keep balances and other apparatuses used for practical and demonstration sessions in good working condition.
8. To keep broken apparatuses in safe custody for audit or stock verification purposes.
9. 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 Laboratory Auxiliary in the roles ascribed to him.

#### Note

Laboratory Auxiliaries will be required to work in all Science Laboratories namely Chemistry, Physics, Biology and Integrated Science.

### IV. SALARY

The permanent and pensionable post of Laboratory Auxiliary carries salary in scale Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 - 31525 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 15,745 a month plus salary compensation at the approved rates. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

## V. MODE OF APPLICATION

- (a) Qualified candidates should submit their applications on the enclosed prescribed Application Form **in duplicate** as follows:
- (i) the original Application Form duly filled in together with copies of Birth, Marriage (where applicable) and Educational Certificates should be sent directly to the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology within the closing date for submission of applications;
  - (ii) candidates not within this Ministry should submit the duplicate Application Form through their respective Supervising/Responsible Officer of Ministry/Department where posted, who will forward the duly completed form to the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology within a week after the closing date; and
  - (iii) candidates within this Ministry should submit the duplicate Application Form through their Head of Divisions/Sections/Schools who will forward the duly completed form to their respective Human Resources Section for onward transmission to the Head Office of the Ministry within a week after the closing date.
- (b) Applications **not** made on the prescribed form will not be accepted.
- (c) Photocopies of Birth, Marriage (where applicable) and Educational Certificates and the National Identity Card should be submitted along with the Application Form and applicants should produce the originals as and when called upon to do so.
- (d) This Circular Note together with the Application Form are available on the website of the Ministry of Education, Tertiary Education, Science and Technology at the following address: <http://ministry-education.govmu.org>
- (e) Envelopes should be clearly marked 'Post of Laboratory Auxiliary' on the top left hand corner.

## VI. IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of the candidate. 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 termination of his appointment.
- (ii) Qualifications obtained **after** the specified closing date and time for the submission of applications as specified in the advertisement will **not** be considered.
- (iii) The onus for the prompt submission of applications so that they reach the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology in time lies solely on applicants. Only qualified persons should apply.
- (iv) The originals of Birth and Educational Certificates should **not** be submitted with the application, but applicants should produce these if and when called upon to do so.
- (v) Head of Divisions/Sections/Schools should ensure that the contents of this Circular Note are brought to the attention of all eligible employees and that, in case of eligible employees who are **overseas or on leave**, a copy of the Circular Note together with application forms are despatched to these employees on the very day on which the Circular Note reaches their Ministry/Department.

## VII. CLOSING DATE

Applications should reach the **Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology** (Human Resources Section), 2<sup>nd</sup> Floor, MITD House, Phoenix - 73544 **not later than 3.30 p.m on Wednesday 18 September 2024.**

Date: 29 August 2024

Ministry of Education, Tertiary  
Education, Science and Technology  
MITD House  
Phoenix - 73544