

MINISTRY OF EDUCATION AND HUMAN RESOURCE

CIRCULAR LETTER NO 17 OF 2025

Vacancies for the Post of ICT Laboratory Auxiliary

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

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate with at least a pass in Mathematics or any Science subject or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Mathematics or any Science subject with at least Grade C in any two subjects or (ii) in six subjects including English Language and Mathematics or any Science subject 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 qualification, consideration will be given to those who -

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

Candidates should produce written evidence of experience claimed.

III DUTIES

1. To be responsible for -
 - (a) the general cleanliness of the Computer Laboratory and the general care of equipment and furniture;
 - (b) scheduling hardware and software for use in different classes and the Computer laboratory;
 - (c) the detection and elimination of viruses using appropriate tools.
2. To set up equipment and load relevant software.
3. To provide assistance to teachers/educators for the running of hands-on sessions.
4. To assist in the routine maintenance of hardware and software and in keeping record of equipment.
5. 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 Computer Laboratory Auxiliary in the roles ascribed to him.

IV. TRAINING

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment to the grade of ICT Laboratory Auxiliary in a substantive capacity.

V. SALARY

The permanent and pensionable establishment of ICT Laboratory Auxiliary carries salary in scale Rs 15,745 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 x 825 – 31,525 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.

VI. 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 Senior Chief Executive, Ministry of Education and Human Resource 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 Senior Chief Executive, Ministry of Education and Human Resource 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 and Human Resource at the following address: <http://ministry-education.govmu.org>
- (e) Envelopes should be clearly marked 'Post of ICT Laboratory Auxiliary' on the top left hand corner.

VII. 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 Senior Chief Executive, Ministry of Education and Human Resource 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 **Senior Chief Executive, Ministry of Education and Human Resource** (Human Resources Section), 2nd Floor, MITD House, Phoenix - 73544 **not later than 3.30 p.m on Thursday 11 September 2025.**

Date: 22 August 2025

Ministry of Education and Human Resource
MITD House
Phoenix - 73544