

**MINISTRY OF EDUCATION AND HUMAN RESOURCES,  
TERTIARY EDUCATION AND SCIENTIFIC RESEARCH**

**Circular Note No 33 of 2019**

**VACANCIES FOR POST OF TRADESMAN'S ASSISTANT**

Applications are invited from qualified serving employees on the permanent and pensionable establishment of Ministry of Education and Human Resources, Tertiary Education and Scientific Research who wish to be considered for appointment as **Tradesman's Assistant in the trade of Carpentry, Welding, Masonry, Painting and Plumbing and Pipe Fitting** in this Ministry.

**2. QUALIFICATIONS**

By selection from among serving employees on the permanent and pensionable establishment who:

- (a) possess the Certificate of Primary Education; and
- (b) have knowledge of the appropriate trade.

**NOTE 1**

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

**NOTE 2**

Tradesman's Assistants will be required to pass the appropriate trade test to be eligible for appointment as Tradesman.

**3. DUTIES**

1. To assist the Tradesman in his respective trade whenever required.
2. To carry out simple repair and maintenance works and other operations.
3. To be familiar with the tools of the trade and to use them to perform operations, as appropriate and under guidance, so as to develop gradually the skills necessary for the trade.
4. To carry out the necessary measurements and calculations of the appropriate trade.
5. To use tools and equipment within safe workshop practices.
6. To ensure that all tools, equipment and accessories used in the trade are kept in good working condition.
7. 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 Tradesman's Assistant in the roles ascribed to him.

## **NOTE**

Tradesman's Assistants may be required to work outside normal working hours including Sundays and Public Holidays.

## **4. SALARY**

The permanent and pensionable post of Tradesman's Assistant carries salary in scale Rs. 11,200 x 250 – 11,450 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 18,825 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs.11,200 a month plus salary compensation at the approved rate. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

## **5. 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 at Section A to be filled in by candidates and sent directly to the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education & Scientific Research before the closing date for submission of applications; and
  - (ii) the duplicate application form through their respective Head of Divisions/Sections/Schools who, after completing Part B, will forward it to the Manager/Assistant Manager, Human Resources of the Zone for filling of Part C before transmitting it to the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education & Scientific Research within a week after the closing date. For employees not posted in Zones, the second copy should be submitted to the Manager, Human Resources, Head Quarters (Minor and Other Grade Human Resource Section).
- (b) Applications not made on the prescribed forms will **not** be accepted.
- (c) This Circular Note together with the Application Form are available on the website of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research at the following address: <http://ministry-education.govmu.org>
- (d) The envelope should be clearly marked "Post of Tradesman's Assistant" on the top left corner.

## 6. **IMPORTANT**

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination. 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 the termination of his appointment.
- (ii) Qualifications obtained **after** the closing date for the submission of applications as specified in the advertisement will **not** be accepted. Only qualified persons should apply;
- (iii) 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.
- (iv) 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 applications forms are despatched to these employees on the very day on which the Circular Note reaches their Division / Section / School.

## 7. **CLOSING DATE**

- (a) Applications should reach the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research (Human Resources Section), 2<sup>nd</sup> floor, MITD House, Phoenix 73544 **not later than 3.30 p.m on Thursday 23 May 2019.**
- (b) Applications obtained after the closing date will not be accepted. The onus for the prompt submission of applications so that they reach the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research in time lies solely on applicants.

**Date: 3 May 2019**

**Ministry of Education and Human Resources  
Tertiary Education and Scientific Research  
MITD House  
Phoenix 73544**

**MINISTRY OF EDUCATION AND HUMAN RESOURCES,  
TERTIARY EDUCATION AND SCIENTIFIC RESEARCH**

**Application for the Post of Tradesman's Assistant**

**Section A**

1.	Surname (in block letters): .....
2.	Other Names (in block letters): .....
3.	Residential Address: .....
4.	Posting (Division/Section/School): .....
5.	Post held ..... (whether casual/temporary/substantive): .....
6.	Date of Birth: .....
7.	National Identity Card No: .....
8.	Date joined service: .....
9.	Date of Present Appointment: .....
10.	Date of appointment to Permanent and Pensionable Establishment (PPE): .....
11.	Telephone Number: Office:..... Residence: ..... Mobile: .....
12.	<p><b>Qualifications:</b></p> <p>(a) Results of the Primary School Leaving Certificate/ Certificate of Primary Education and year of Examination:</p> <p>.....</p> <p>.....</p> <p>(b) Other qualifications</p> <p>.....</p> <p>.....</p>
13.	<p><b>Trade applied for: Carpentry</b> <input type="checkbox"/>      <b>Masonry</b> <input type="checkbox"/>      <b>Painting</b> <input type="checkbox"/></p> <p><b>Plumbing &amp; Pipe Fitting</b> <input type="checkbox"/>      <b>Welding</b> <input type="checkbox"/></p> <p align="center">(Tick as applicable)</p>
14.	<p>Other qualifications or experience as laid down in the advertisement. (<i>Please attach documentary evidence</i>)</p> <p>(a) Do you possess such qualifications or experience? Yes/No .....</p> <p>(b) How did you acquire them? .....</p> <p>(c) When did you acquire them? .....</p> <p>(d) State the period during which you acquired such experience (no. of years):</p> <p>.....</p>

15.	<p>(a) Have you ever been prosecuted before a court of law for any offence and subsequently found guilty. <i>(If yes give details)</i> .....</p> <p>.....</p> <p>(b) Have you ever been dismissed or retired from the Public Service on any grounds whatsoever? <i>(If yes give details)</i> .....</p> <p>.....</p>
16.	<p><b>IMPORTANT - PLEASE READ THE ADVERTISEMENT CAREFULLY:</b></p> <p>Incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration. It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.</p> <p style="text-align: center;"><b>DECLARATION</b></p> <p>I, ....., the undersigned applicant, declare that the particulars in this application form and in the sheets thereto, are true and accurate to the best of my knowledge and belief and that I have not willfully suppressed any material facts.</p> <p><b>Date:</b> ..... <span style="float: right;">.....</span></p> <p style="text-align: right;"><b>Signature of Applicant</b></p>

**Section B. TO BE FILLED BY THE HEAD OF DIVISION/SECTION/SCHOOL**

- (i) Record of sick leave: **2016** ..... days **2017** ..... days **2018** ..... days  
**2019** *(as at date)* ..... days
- (ii) **Report on**  
Work .....
- Conduct .....
- Attendance .....
- (iii) Does applicant possess the PSLC/CPE? .....
- If yes, please attach a photocopy thereof.
- Comments, if any, on experience claimed and any other remarks  
.....  
.....

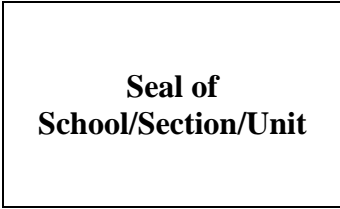
Signature: .....

Name (in full): .....

Designation: .....

Phone No.: .....

Date: .....



Name of School/Section/ Unit: .....

**Section C: TO BE FILLED BY HUMAN RESOURCE SECTION (DIVISION /ZONE) WHERE APPLICANT IS POSTED:**

(i) Whether officer has been subject to disciplinary action for the past ten years:  
(Yes/No) *If yes, please give details*

.....  
.....

(ii) I certify that particulars under Sections A, B and C (i) have been verified and found correct.

Signature: .....

Name (in full): .....

Designation: .....

Phone No.: .....

Date: .....

