



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

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Circular Note No. 11 of 2019

**From: Senior Chief Executive, Ministry of Education and Human Resources, Tertiary
Education and Scientific Research**

To: Heads of Ministries/Departments

Vacancies for Post of School Caretaker

Applications are invited from qualified employees on the permanent and pensionable establishment who wish to be considered for appointment as School Caretaker in the Ministry.

2. QUALIFICATIONS

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

- (i) reckon at least three years' service in a substantive capacity in their respective grade;
- (ii) possess the Certificate of Primary Education; and
- (iii) 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.

3. DUTIES

1. To open and close schools.
2. To clean a minimum of seven classrooms/specialist rooms.
3. To maintain, clean and dust classrooms including black/white boards, window panes/window bars, furniture, and equipment other than IT equipment.
4. To distribute foodstuffs to school children in connection with the School Feeding Project.
5. To deliver mail to and collect mail from Post Office daily.
6. To help school children to cross the street during recess and after classes end.
7. To accompany injured/sick pupils to hospitals or Community Health Centres/Area Health Centres, as and whenever necessary.

8. To perform gatekeeping duties.
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 the School Caretaker in the roles ascribed to him.

4. SALARY

The permanent and pensionable post of School Caretaker carries salary in scale Rs 11,970 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 20,050 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 11,970 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

- (i) Qualified candidates should submit their application on the enclosed prescribed Application Form **in duplicate** as follows:-
 - (a) the original to be filled in by candidates at Section A and sent directly to the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research within the closing date for submission of applications;
 - (b) the duplicate through their respective Head of Divisions/Sections/ Schools who, after completing Part B, will forward it to the 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 and 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 Grades Section); and
 - (c) candidates not within the Ministry of Education and Human Resources, Tertiary Education and Scientific Research should submit the duplicate application form through their respective supervising/Responsible Officer of Ministries/Departments where posted, who will forward the duly completed form to the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research within a week after the closing date.
- (ii) Applications **not** made on the prescribed forms will not be accepted.

- (iii) This Circular Note together with the Application Form are available on the website of Ministry of Education and Human Resources, Tertiary Education and Scientific Research at the following address: <http://ministry-education.govmu.org>.
- (iv) The envelope should be clearly marked 'Post of School Caretaker' 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; and
- (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.

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, 2nd Floor, MITD House, Phoenix 73544** not later than **13 March 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.

20 February 2019

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