

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 30 OF 2021

**Vacancy for Post of Assistant Supervisor (Oriental Languages) for Urdu
Ministry of Education, Tertiary Education, Science and Technology**

Applications are invited from qualified officers of the Ministry of Education, Tertiary Education, Science and Technology who wish to be considered for appointment as Assistant Supervisor (Oriental Languages) for Urdu in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Deputy Head Teacher (Oriental Languages) who reckon at least three years' service in a substantive capacity in the grade and who -

- (i) have obtained a credit in the appropriate Oriental Language at the Cambridge School Certificate Examinations or a pass not below Grade C in the appropriate Oriental Language at the General Certificate of Education "Ordinary Level" Examinations or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) have successfully completed the 'In-Service Course for Deputy Head Teachers (Oriental Languages)', as approved and arranged by the Ministry.

NOTE

1. Consideration will also be given to Deputy Head Teachers (Oriental Languages), appointed from Teachers/Senior Teachers (Oriental Languages) in post as at 30 June 2005, who reckon at least three years' service in a substantive capacity in the grade and who possess the qualification at (ii) above although they do not possess the qualification at (i) above.
2. **Candidates should submit a copy of the qualification at (ii) above together with their Application Form.**
3. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.**

III. DUTIES AND SALARY

1. To assist the Supervisor of Oriental Languages of the relevant oriental language in the supervision of the teaching of the oriental language.
2. To inspect teaching and learning processes in Primary Schools and advise teachers on effective improvement of teaching.
3. To disseminate among teachers, norms and standards of modern teaching.
4. To report on visits effected, identify strengths and weaknesses and to advise on improvement needed.
5. To assist in the organisation and conduct of in-service training course in the relevant oriental language.
6. To help in setting examination papers and tests in the relevant oriental language with a view to evaluating performance.
7. To help in the preparation of syllabi, textbooks and their implementation for the relevant oriental language.
8. To assist panel writers at the National Centre for Curriculum Research and Development in curriculum development and curriculum evaluation.
9. To use ICT in the performance of his duties.
10. 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 Assistant Supervisors (Oriental Languages) in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 a month.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Public Service, Administrative and Institutional Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.
2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology.

3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at <https://psc.govmu.org>
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 15 00 hours (local time) on 15 September 2021**. Applications received after the specified closing date and time will **not** be considered.

Date: 26 August 2021

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.