

Mahatma Gandhi Institute

VACANCIES

Applications are invited from suitably qualified candidates who wish to be considered for appointment for the post of *Educator (Secondary)* for teaching of the following subjects in any one of the Secondary Schools falling under the responsibility of the Mahatma Gandhi Institute:

1. *Chemistry*
2. *Telugu*
3. *Modern Chinese*

NOTE:

Educator(s) will be required to work in any one of the Secondary Schools falling under the responsibility of the Mahatma Gandhi Institute.

I. Qualifications :

A.1. (i) (a) Cambridge School Certificate with credit in at least five subjects including English Language obtained at not more than two sittings

OR

(b) Passes not below Grade C in at least five subjects including English Language obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

(ii) A Cambridge Higher School Certificate **or** passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level".

(iii) A degree or joint degree from a recognized institution.

Note

- (a) Qualification at (i) above should have been obtained prior to qualification at (ii) above; and
- (b) Qualification at (ii) above should have been obtained prior to qualification at (iii) above.

OR

A.2. (i) (a) A Cambridge School Certificate with credit in at least five subjects including English Language obtained at not more than two sittings, **or**

(b) Passes not below Grade C in at least five subjects including English Language obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

(ii) A degree or joint degree from a recognized institution; and

(iii) A Postgraduate Certificate in Education from a recognized institution or a Master's Degree from a recognized institution.

Note

Qualification at (i) above should have been obtained prior to qualification at (ii) above.

OR

B.1. (i) (a) Cambridge School Certificate with credit in at least five subjects including English Language obtained at not more than two sittings, **or**

(b) Passes not below Grade C in at least five subjects including English Language obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject, and

(ii) A degree or joint degree from a recognized institution.

Note

Qualification at (i) above should have been obtained prior to qualification at (ii) above.

OR

B.2. (i) (a) A Cambridge School Certificate with credit in at least five subjects including English Language obtained at not more than two sittings **or**

(b) Passes not below Grade C in at least five subjects including English Language obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

(ii) A Cambridge Higher School Certificate **or** passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and

Note

Qualification at (i) above should have been obtained prior to qualification at (ii) above.

OR

Equivalent qualifications to A and B above acceptable to the MGI & RTI Council.

Note 1

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level”, as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

Note 2

In the absence of qualified candidates in scarcity areas, consideration will be given to teaching staff of the MGI possessing a degree in the relevant subject although they lack part or whole of the Cambridge School Certificate qualification.

Note 3

Candidates possessing qualifications laid down at B above will draw salary at the starting point of Rs19,575/- and will proceed beyond the Qualification Bar only if they obtain any of the sets of qualifications at A above. Those possessing qualifications at A above will draw salary at the starting point of Rs25,525/-.

Note 4

The Diploma or Degree or Joint Degree required for the teaching of each of the subjects mentioned at paragraph I should be in the subject to be taught.

Age limit: Candidates, unless employed in the Government service or in parastatal organisations, should not have reached their 40th birthday by the closing date for the submission of applications.

II. Salary

Rs19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1225 – 39,575 QB 40,800 x 1525 – 49,950 x 1625 – 56,450 monthly plus salary compensation at approved rates.

DUTIES :

1. To teach in any one of the Secondary Schools/Colleges or the Gandhian Basic School falling under the aegis of the Council. Holders of a joint degree in the relevant subjects will be required to teach either of the two subjects in which they are qualified as and when required.
2. To prepare scheme of work, weekly plan of work, lesson plans to be submitted for inspection and lesson notes in respect of subjects and classes under his/her responsibility.
3. To conduct examinations, continuous assessment, extension classes, vacation courses, and such other extra curricular activities as directed.
4. To take charge of laboratories, workshops or specialist rooms as and when required.
5. To keep a record of pupils' performance to include same in pupils' report book, and to report to Head of Department, Deputy Rector or Rector on such matters as and when required.
6. To help in the preparation and the writing of curriculum for Secondary Schools or other Post-Primary institutions and to make recommendations for the use of appropriate textbooks.
7. To ensure the overall development of students – intellectual, emotional and moral.
8. To maintain discipline inside and outside the classroom.
9. To participate in workshops and seminars to improve the teaching/learning process and to keep abreast with new trends and development in education as and when required.
10. To give advice on matters connected with educational principles and practices at all levels and promote relevant activities.
11. To attend regular meetings with Heads of Departments, Deputy Rectors and Rectors.
12. To participate in PTA meetings and PTA activities.
13. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

III. Mode of Application

Application forms are available at the Reception Counters of the Mahatma Gandhi Institute, Moka and Rabindranath Tagore Institute, Ilot, Pamplemousses. The form can also be downloaded from the MGI Website: <http://www.mgirti.ac.mu>.

Applications should be made on the prescribed forms and returned, duly filled in, together with photocopies of birth, marriage (where applicable), valid certificate of character, educational certificates (including transcripts/marksheets of undergraduate and postgraduate qualifications), so as to reach the Director-General, Mahatma Gandhi Institute/Rabindranath Tagore Institute, Moka (80808), *not later than 3.30 p.m. on Wednesday 09 May 2018.*

Applicants should produce written evidence of equivalence of qualifications, and of knowledge claimed.

The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence of Certificate, as appropriate, by the closing date.

Incomplete and/or inaccurate application forms or application not made on the prescribed forms will not be considered.

The post applied for should be clearly marked on the top left-hand corner of the envelope.

The Mahatma Gandhi Institute reserves the right:

- (i) to call only the best qualified candidates for interview and**
- (ii) not to fill the vacancy as a result of this advertisement.**

Date : 04 April 2018

Tel No. 403 2000
Moka