

76. RABINDRANATH TAGORE INSTITUTE

- 76.1 The Rabindranath Tagore Institute (RTI), set up by Act No. 48 of 2002 as a body corporate, operates under the *aegis* of the Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology. It has as main objectives to establish, as a tribute to Rabindranath Tagore, a centre of studies of Indian culture and traditions and to promote education and culture generally.
- 76.2 Several courses at degree level are being dispensed as from year 2017 including BA (Hons) Film Production and a BA (Hons) in Dramatic Arts. In line with its objectives, the RTI holds an annual festival of visual and performing arts and equally initiates action to develop Diaspora and Transnational Communities in fresh perspectives. In addition, various workshops, conferences and exhibitions are organised to empower students and the community at large in several specialities.
- 76.3 The RTI's structure comprises different departments/units namely: Theatre and Performing Arts; Creative and Media Arts; Diaspora and Transnational Communities; Craft and Lifestyle Heritage; Administration; Finance; Procurement and Library. A member of staff from the MGI is acting as Officer in Charge as the post of Director (RTI) is presently vacant.
- 76.4 In the context of this review exercise, Management proposed for a strengthening of the organisation's structure through the creation of new grades namely: Management Support Officer, Office Management Assistant, Library Clerk, Maintenance Officer, Audio Video Technician, Laboratory Technician, Accounts Officer, Procurement and Supply Officer, Theatre Manager and Arts Officer and also the demerging of the grade of Driver/Office Attendant into two distinct positions of Driver and Office Attendant. No representation was received from the staff side.
- 76.5 As regards the proposal to create the grades of Laboratory Technician, Audio Video Technician and Procurement and Supply Officer, the Bureau apprised Management during consultations that in lieu, the grades of Computer Laboratory Auxiliary, Audio Visual Operator and Assistant Procurement and Supply Officer would be more appropriate, when considering the present structure and proposed duties of the grades. Management was further informed that the creation of the positions of Theatre Manager and Arts Officer could not be considered on efficiency grounds.
- 76.6 Concerning the request to demerge the grade of Driver/Office Attendant into two separate grades of Driver and Office Attendant, we are unable to proceed with same given that it is against our policy for delayering. Moreover, we consider that the qualifications requirement of the grade of Clerk/Word Processing Operator need to be amended.
- 76.7 As for proposals regarding the structure, the Bureau views that there is need to strengthen it with the creation of certain positions based on their functional needs. Additionally, we hold that a level of Office Management Assistant is not warranted at

this stage, given that the grade of Management Support Officer, which is a supervisory level, is being created.

- 76.8 We are, in this Report, creating the grades of Management Support Officer, Library Clerk, Maintenance Officer, Audio Visual Operator, Computer Laboratory Auxiliary, Accounts Officer and Assistant Procurement and Supply Officer to enable the RTI to better attain its objectives whilst reviewing the qualification requirements of the grade of Clerk/Word Processing Operator. As regards the recommendation on academic achievement, we are bringing a few changes for the sake of harmonisation, in line with what obtains in the academia.

Management Support Officer (New Grade)

Recommendation 1

- 76.9 We recommend the creation of a grade of Management Support Officer. The mode of appointment and duties should be as recommended in the Introductory Chapter of this Volume.**

Library Clerk (New Grade)

Recommendation 2

- 76.10 We recommend the creation of a grade of Library Clerk. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Certificate in Information and Library Studies of the University of Mauritius or a Certificate in Library and Information Science of the City and Guilds of London Institute or a Certificate in Librarianship and Information Science of the Mauritius College of the Air or an equivalent alternative qualification acceptable to the Institute.**
- 76.11 Incumbent would, among others, be called upon to: assist the Library and Documentation Officer in the performance of library duties, including shelf reading, stock taking, classification, cataloguing and reference work; record and process library materials including books and periodicals; supervise reading rooms and other sections of the library; and compile library statistics.

Maintenance Officer (New Grade)

Recommendation 3

- 76.12 We recommend the creation of a grade of Maintenance Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Building and Civil Engineering or an equivalent alternative qualification acceptable to the Institute.**
- 76.13 Incumbent would, *inter alia*: be responsible for the execution and supervision of Civil Engineering works, maintenance and repairs of plant, furniture and equipment and the upkeep of the grounds and buildings; supervise and control maintenance staff; and be in charge of progress book, distribution and allocation of work, preparation of

estimates for work to be undertaken, request for overtime, preparation of requisition and receipt and issue of tools.

Audio Visual Operator (New Grade)

Recommendation 4

76.14 We recommend the creation of a grade of Audio Visual Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; a Certificate of Proficiency in IT and two years' experience in the operation of audio visual equipment.

76.15 Incumbent would be responsible to the Head, Department of Creative and Media Arts and will be required, *inter alia*: to operate and maintain audio/video equipment; maintain an archive of audio/video materials; provide assistance to the RTI; and perform word processing and other basic ICT functions.

Computer Laboratory Auxiliary (New Grade)

Recommendation 5

76.16 We recommend the creation of a grade of Computer Laboratory Auxiliary. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with at least a pass in Mathematics or any other science subject or an equivalent qualification acceptable to the Institute.

76.17 Incumbent would be required, among others, to: clean the computer laboratory; take care of equipment and furniture; schedule hardware and software for use in different classes and laboratories; set up equipment and load relevant software; and provide assistance to Lecturers/Resource persons for the running of hands-on sessions as well as assist in the routine maintenance of hardware and software and keep record of equipment.

Accounts Officer (New Grade)

Recommendation 6

76.18 We recommend the creation of a grade of Accounts Officer. Appointment thereto, should be made by selection from among officers in the grade of Accounts Clerk on the establishment of the RTI reckoning at least four years' service in a substantive capacity in the grade.

76.19 Incumbent would be required, among others, to: assist in the preparation and monitoring of payroll for employees and in the computerised accounting and payroll software for cash book, general ledger, bank reconciliation and examination section; control and discharge expenditure and payments in compliance with regulations; submit timely returns of income tax, pension and any other financial returns due; properly record all petty cash payments and confirm the accuracy and legality of

receipts before replenishment; assist in the preparation of estimates; and prepare and submit financial statements/returns, as and when required.

76.20 We also recommend that henceforth, appointment to the grade of Accounts Clerk should be made as per provision made in the Introductory Chapter of this Volume.

Assistant Procurement and Supply Officer (New Grade)

Recommendation 7

76.21 We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment, thereto, should be made as recommended in the Introductory Chapter of this Volume.

76.22 Incumbent would be required, among others, to: perform procurement, supply and stock control operations and maintain updated records of transactions in compliance with the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force, as appropriate; assist in any assignment related to procurement, supply and stock control operations; operate e-procurement and inventory management systems; and assist in the proper up-keeping of equipment.

Clerk/Word Processing Operator

76.23 At present, appointment to the grade of Clerk/Word Processing Operator is made by selection from among candidates possessing a School Certificate with credit in at least five subjects, including English Language, French and Mathematics or Principles of Accounts and a Certificate in Typewriting with a speed of at least 25 words a minute from a recognised institution or an equivalent qualification acceptable to the Council.

76.24 The Bureau noted that the existing qualifications requirement of the grade of Clerk/Word Processing Operator are not in line with what obtains elsewhere. Therefore, for the sake of harmonisation and to ensure that the qualifications requirement commensurate with the duties devolving upon the grade and its salary grading, we are reviewing same.

Recommendation 8

76.25 We recommend that, henceforth, appointment to the grade of Clerk/Word Processing Operator should be made by selection from among candidates who:

- (a) possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts;**
- (b) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at General Certificate of Education "Advanced level" or an equivalent qualification;**
- (c) a Certificate in Typewriting or Keyboarding with a speed of at least 25 words a minute from a recognised institution; and**

- (d) a Certificate in Word Processing or Data Processing from a recognised institution.

Special Provision for Academics

76.26 We recommend that academics in the grade of Lecturer should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Academic Attainment

76.27 At present, provision exists for the grant of additional increments to academics for academic attainment through published research, teaching, administrative contributions and publications subject to satisfying certain conditions. Prior to the publication of this Report, the Higher Education Commission came up with a Framework to clarify certain issues regarding the implementation of the said provision, whereby criteria and guidelines for payment of the additional increments for academic attainment have been set. Resultantly, we are revisiting the existing provision as well as certain criteria.

Recommendation 9

76.28 We recommend that as from year 2024, Lecturers holding a PhD and reckoning academic attainment through teaching, research and publications, and administrative contributions and having stayed on top of their revised salary scales for at least 12 months should be allowed to move incrementally up to a maximum of two increments to be read from the Master Salary Scale.

76.29 For an effective and uniform implementation of the above recommendation in all Higher Education Institutions, the following should serve as guidelines when assessing academic attainment:

- (i) Management should initiate action for the grant of additional increments upon receipt of written request from eligible officers;
- (ii) academics in the grades of Lecturer should be assessed on all the three measures of academic attainment i.e teaching, research and publications, and administrative contributions as per the criteria for assessment recommended by the Higher Education Commission, to be eligible for the grant of additional increments;
- (iii) for the purpose of earning increments, academic attainment in one grade shall not be transferable on promotion to a higher grade in the same cadre; and
- (iv) Management should decide whether the assessment should be quantitative or qualitative or a combination of both quantitative and qualitative, and the decision should be communicated to the academics well before the conduct of the assessment exercise. In this regard, the

Higher Education Commission should ensure a consistent implementation thereof in all the Higher Education Institutions.

76.30 We additionally recommend that:

- (i) pending the implementation of the recommendation made at paragraph 76.28 above in year 2024, the provision on academic attainment made at paragraph 66.7 of the 2016 PRB Report (Volume 2 Part II), should continue to prevail and guidelines at paragraph 76.29 above should apply to determine such attainment; and**
- (ii) for implementation of the recommendations on academic attainment, the new salary point reached by virtue of the provision made at paragraph 76.26 above shall deem to be the new top salary.**

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SALARY SCHEDULE

RTI 1	:	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150
		General Worker
RTI 2	:	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225
		Handy Worker
RTI 3	:	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950
		Gardener/Nursery Attendant
RTI 4	:	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400
		Driver/Office Attendant
RTI 5	:	Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225
		Electrician
RTI 6	:	Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875
		Receptionist/Telephone Operator

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- RTI 7 : Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525**
Computer Laboratory Auxiliary (New Grade)
- RTI 8 : Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 33175**
Audio Visual Operator (New Grade)
- RTI 9 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator
Library Clerk (New Grade)
- RTI 10 : Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Management Support Officer (New Grade)
- RTI 11 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450**
Accounts Clerk
Assistant Procurement and Supply Officer (New Grade)
- RTI 12 : Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Confidential Secretary
- RTI 13 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Accounts Officer (New Grade)
- RTI 14 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675**
Library and Documentation Officer
Maintenance Officer (New Grade)
- RTI 15 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Officer

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RTI 16 : Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800

Lecturer

RTI 17 : Rs 110125

Director (Rabindranath Tagore Institute)



