

Ministry for Education, Sport, Youth, Research and Innovation

Post of Teacher in the Ministry for Education, Sport, Youth, Research and Innovation

Nomenclatures denoting the male gender include also the female gender.

The Ministry for Education, Sport, Youth, Research and Innovation (MEYR) would like to remind all interested applicants that it has zero tolerance policy towards any form of child abuse. MEYR adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process.

1.1. The Permanent Secretary, Ministry for Education, Sport, Youth, Research and Innovation (MEYR) invites applications for the post of Teacher within the Ministry for Education, Sport, Youth, Research and Innovation.

1.2. Applicants may wish to apply for the post of Teacher in one or more of the following:

1. Primary Education (General) / Early Childhood Education and Care (ECEC);
2. Primary Education (Migrant Induction Programme);

3. Secondary Education (Agribusiness);
4. Secondary Education (Computing);
5. Secondary Education (Computing and /or Information and Communication Technology - ICT);
6. Secondary Education (Engineering Technology);
7. Secondary Education (Ethics);
8. Secondary Education (Hairdressing and Beauty);
9. Secondary Education (Health and Social Care);
10. Secondary Education (Hospitality);
11. Secondary Education (Information and Communication Technology - ICT);
12. Secondary Education (Migrant Induction Programme);
13. Secondary Education (Media Literacy);
14. Secondary Education (Personal, Social and Career Development - PSCD);
15. Secondary Education (Retail);
16. Secondary Education (Science);
17. Secondary Education (Fashion and Textiles);
18. Secondary Education (Vocational Information Technology (VIT) and/or Information and Communication Technology – ICT);

19. Secondary/Post-Secondary Education (Accounting);
20. Secondary/Post-Secondary Education (Arabic);
21. Secondary/Post-Secondary Education (Art);
22. Secondary/Post-Secondary Education (Biology);

23. Secondary/Post-Secondary Education (Business Studies);
24. Secondary/Post-Secondary Education (Chemistry);
25. Secondary/Post-Secondary Education (Chinese);
26. Secondary/Post-Secondary Education (Dance);
27. Secondary/Post-Secondary Education (Drama / Theatre and Performance);
28. Secondary/Post-Secondary Education (Design and Technology);
29. Secondary/Post-Secondary Education (English);
30. Secondary/Post-Secondary Education (European Studies);
31. Secondary/Post-Secondary Education (French);
32. Secondary/Post-Secondary Education (Geography);
33. Secondary/Post-Secondary Education (German);
34. Secondary/Post-Secondary Education (Graphical Communication);
35. Secondary/Post-Secondary Education (History);
36. Secondary/Post-Secondary Education (Home Economics);
37. Secondary/Post-Secondary Education (Italian);
38. Secondary/Post-Secondary Education (Maltese);
39. Secondary/Post-Secondary Education (Mathematics);
40. Secondary/Post-Secondary Education (Music);
41. Secondary/Post-Secondary Education (Physical Education);
42. Secondary/Post-Secondary Education (Physics);
43. Secondary/Post-Secondary Education (Religion);
44. Secondary/Post-Secondary Education (Social Studies);
45. Secondary/Post-Secondary Education (Spanish);

46. Post-Secondary Education (Classical Studies);
47. Post-Secondary Education (Computing and/or Information Technology - IT);
48. Post-Secondary Education (Economics);
49. Post-Secondary Education (Engineering Drawing and Computer Aided Design);
50. Post-Secondary Education (Environmental Science);
51. Post-Secondary Education (Marketing);
52. Post-Secondary Education (Philosophy);
53. Post-Secondary Education (Psychology);
54. Post-Secondary Education (Sociology);
55. Post-Secondary Education (Systems of Knowledge);

1.2.1. Alternative Learning Programme (ALP) Subjects for mainstream education or specific school/s

56. Secondary Education (Art & Design);
57. Secondary Education (Auto Mechanics);
58. Secondary Education (Automotive Repair - Body and Paint);
59. Secondary Education (Basic Engineering);
60. Secondary Education (Building Services);
61. Secondary Education (Care Work);
62. Secondary Education (Carpentry);
63. Secondary Education (Customer Care and Sales);
64. Secondary Education (Electrical Installations and Basic Electronics);
65. Secondary Education (Oil and Water Gilding);
66. Secondary Education (Multi-Media);
67. Secondary Education (Plumbing);
68. Secondary Education (Pottery and Ceramics);
69. Secondary Education (Sheet Metal/Blacksmith);
70. Secondary Education (Welding and Fabrication);

1.2.2. Special Education as provided in Resource Centres/Resource Classes

71. Special Education (Design and Technology);
72. Special Education (General);
73. Special Education (Home Economics);
74. Special Education (Information Communication Technology - ICT);
75. Special Education (Science);
76. Special Education (Personal, Social and Career Development);
77. Special Education (Physical Education);

1.2.3. According to the exigencies of the Malta Public Service, a selected candidate whose main area of specialisation is:

- Accounting or Economics may also be required to teach Business Studies and/or Retail;
- Business Education/Studies may also be required to teach Retail, Accounting and Economics;
- Biology, Chemistry or Physics may also be required to teach Science;
- Design and Technology may also be required to teach Graphical Communication;
- Engineering Drawing and Computer Aided Design (CAD) may also be required to teach Graphical Communication;
- Computing and Vocational Information Technology may also be required to teach ICT;
- Graphical Communication may also be required to teach Design and Technology;

- Fashion and Textiles with ECTS/ECVET credits related to Home Economics may also be required to teach Home Economics;
- Science with ECTS/ECVET credits relevant to Chemistry may also be required to teach Chemistry;
- Science with ECTS/ECVET credits relevant to Biology may also be required to teach Biology;
- Science with ECTS/ECVET credits relevant to Physics may also be required to teach Physics;
- Maltese may also be required to teach Maltese as a Foreign Language (MFL) in the Primary/Secondary Cycle.

1.3. A selected candidate whose main area of specialisation is Art, Ethics, Science, Music, PE, PSCD or Drama (Secondary/Post-Secondary) may also be required to teach the respective subject in the Primary Cycle and Kindergarten.

1.4. A selected candidate whose main area of specialisation is any of the subjects taught at Secondary and/or Post-secondary level in clause 1.2 above may also be required to teach the respective subject in Learning Support Centres and/or schools offering Alternative Learning Programmes.

1.5. A selected candidate who is engaged to teach the Migrant Induction Programme may be required to teach more than one subject within the programme.

1.6. If a subject which is currently taught at a particular cycle and starts being taught at a different cycle, a selected candidate may be deployed accordingly.

1.7. A selected candidate may be required to undergo any special training as deemed necessary.

Terms and Conditions

2.1. The appointment, which is subject to a probationary period of one (1) year, is on a full-time indefinite basis and is subject to the rules and regulations governing from time to time the Malta Public Service in general and MEYR in particular, including deployment according to the exigencies of the service. Chosen applicants, engaged by 1st September 2023 and who have not successfully completed their teaching qualification course mentioned in Appendix A and section 4.2 by 29th September 2023, will have their probation extended accordingly.

However, if and when a vacancy of a temporary nature arises, MEYR may appoint a teacher on a definite basis, until the end of the scholastic year 2023/2024, and shall henceforth be named Temporary Teachers on acceptance. In such cases, this engagement constitutes an objective reason in terms of S.L. 452.81 regarding fixed term contracts, since this recruitment is of a temporary nature. The probationary period shall be for one (1) year and is subject to the rules and regulations governing from time to time the Malta Public Service in general and MEYR in particular, including deployment according to the exigencies of the service.

2.2. A Temporary Teacher will be placed on the minimum of Salary Scale 9 which in 2023, is €24,494.79 per annum and will be entitled for the Teachers' Allowance and/or Works Resources as applicable and established in the section within the Agreement between the Government and the Malta Union of Teachers dated 21st December 2017, entitled Allowances. Such employee shall benefit from incremental increases. Provided that temporary teachers may be asked to perform Form Teacher duties and/or other duties as defined in the section on Student Pastoral Care. Provided further that if a permanent vacancy arises, Temporary Teachers may be offered the possibility to progress to the grade of teacher on an indefinite contract in accordance with Public Service Regulations.

2.3. The salary for the post of Teacher is pegged to salary scale 9, which in 2023, is €24,494.79 per annum, rising by annual increments of €447.33 up to a maximum of €27,178.77. This salary is supplemented by a Class Allowance of €2,350 per annum together with a Works Resources Fund of €650 per annum as stipulated in the agreement between the Government and the Malta Union of Teachers dated 21st December 2017.

2.4. A Teacher will progress to Salary Scale 8 (€26,048.25 x €486.83 - €28,969.23 in 2023) on completion of eight (8) years satisfactory service in the grade and to Salary Scale 7 (€27,697.53 x €531.17 - €30,884.55 in 2023) on completion of a further eight (8) years satisfactory service in Salary Scale 8.

2.5. Progression of a Teacher to the next salary scale may be accelerated from eight (8) years to (6) six years, if a teacher cumulates an aggregate of 360 hours of recognised self-sought Continuous Professional Development (CPD) time over six (6) years (through the applicable scheme issued by the management). Provided that if such self-sought CPD is compensated through accelerated progression, any qualification arising from such hours may not be further compensated through any other form of qualification allowance.

2.6. A Selected candidate who proves any teaching experience in accordance with:

- The Addendum Freedom of Movement of workers within member states of the EU (26th September 2013) and/or
- The Agreement to Facilitate Mobility for Educators between Licensed Schools (29th July 2015)

shall qualify for an adjustment in salary subject to entitlement.

2.7. The appointment of a selected candidate who accepts to start employment on the 1st September 2023, shall be required to attend a pre-service college-based induction session with the Head of College Network, as communicated by the office of the respective Head of College Network during the month of September 2023. Thereafter a selected candidate shall be required to attend the pre-service National Induction Sessions on 19th, 20th and 22nd of September 2023. These mandatory sessions are part of the induction programme for newly qualified and newly recruited teachers.

2.8. The appointment as Teacher will be subject to the successful completion of the relevant course mentioned in paragraphs 4.2 (iv) and (v) by 29th December 2023. Failure to provide such evidence will lead to the removal from the result merit list and termination of employment as Teacher.

However, if an applicant engaged has not successfully completed the course mentioned in paragraphs 4.2 (iv) and (v) by 29th December 2023, s/he will be appointed as Supply Teacher in terms of the call of Supply Teacher published in 2023. In such instances, the engagement will be on a definite basis, until the end of the scholastic year 2023/2024.

2.9. A selected candidate who is not in possession of a Teacher's Warrant (Permanent), shall be eligible to obtain a Teacher's Warrant (Permanent), in terms of article 24 (2) of the Education Act. Employment beyond this period shall be subject to a possession of such a warrant in accordance with article 24 (1) of the same Act.

2.10. The appointment of a selected candidate is subject to the employee being awarded a Teacher's Warrant (Permanent). Failure to obtain the Teacher's Warrant (Permanent) will ipso facto mean revocation of appointment as per Regulation No. 23 of the Public Service Commission Regulations (S.L. Const. 01).

2.11. A selected candidate will be required to complete an induction process successfully, as stipulated by the Directorate for Education Resources (ER). The granting of the confirmation of appointment, usually after one year, and/or the awarding of a Teacher's Warrant (Permanent) in accordance with article 24 or 41 of the Education Act, do not exempt a selected candidate from completing successfully the induction training.

2.12. Conditions and procedures regarding the acceptance for the post of Teacher, which can be accessed via http://education.gov.mt/en/Documents/Vacancies/Acceptance_procedure_for_new_teachers.pdf will apply, if and when a successful candidate is contacted by MEYR.

2.13. In the case of applicants who are successful in this call for applications in more than one (1) subject/area/cycle, s/he shall be employed in the required subject/area/cycle at the discretion of MEYR.

2.14. MEYR has the right to assign and/or deploy a successful applicant to serve in any College, School, and Educational Institution including on a shared basis in Malta or Gozo, according to the exigencies of the Malta Public Service.

2.15. Lateral applications by public officers who already hold an appointment in the same grade being advertised are allowed only if the area of specialisation of the vacancy is different to the one held by the applicant and requires a specific related qualification as an eligibility requirement, which the applicant must satisfy.

2.16. Accepting appointment in this grade signifies that any pending applications within the Public Service are automatically considered renounced, unless the latter are applications for SAAC/ADAC positions or applications for a definite position.

Duties

3. The job duties for the post of Teacher may be viewed in Annex A attached to this Circular.

Eligibility Requirements

4.1. By the closing time and date of this call for applications, applicants must be:

- i. a. citizens of Malta; **or**
- b. citizens of other Member States of the European Union who are entitled to equal treatment to Maltese citizens in matters of employment by virtue of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- c. citizens of any other country who are entitled to equal treatment to Maltese citizens in matters related to employment by virtue of the application to that country of EU legislation and treaty provisions dealing with the free movement of workers; **or**
- d. any other persons who are entitled to equal treatment to Maltese citizens in matters related to employment in terms of the law or the above-mentioned EU legislation and treaty provisions, on account of their family relationship with persons mentioned in paragraph (a), (b) or (c); **or**
- e. third country nationals who have been granted long-term resident status in Malta under regulation 4 of the "Status of Long-Term Residents (Third Country Nationals) Regulations, 2006" or who have been granted a residence permit under regulation 18(3) thereof, together with family members of such third country nationals who have been granted a residence permit under the "Family Reunification Regulations, 2007"; **or**
- f. in possession of a residence document issued in terms of the "Residence Status of United Kingdom Nationals and their Family Members in Malta in accordance with the Agreement on the Withdrawal of the United Kingdom and Northern Ireland from the European Union and the European Atomic Energy Community Regulations".

The advice of the Citizenship Unit within Community Malta Agency and the Expatriates Unit within Identity Malta Agency should be sought as necessary in the interpretation of the above provisions.

The appointment of candidates referred to at (b), (c), (d) and (e) above would necessitate the issue of an employment licence in so far as this is required by the Immigration Act and subsidiary legislation. Jobsplus should be consulted as necessary on this issue.

(ii) able to communicate in the Maltese and English languages; AND

(iii) in possession of a Teacher's Warrant (Permanent) issued by the Council for the Teaching Profession (CTP) under article 24 (2) of the Education Act;

However, candidates not in possession of a Teacher's Warrant issued by the CTP (Permanent Warrant) but who will eventually qualify for one in accordance with article 24 (2) of the Education Act may also apply. Their appointment as Teacher is conditioned to their being awarded a Teacher's Warrant (Permanent/Temporary) in accordance with the relevant articles of the same Act. Applicants who are offered employment with MEYR must submit an online application for new/renewal of temporary warrant through the following link:
<https://education.gov.mt/en/teachingprofession/Pages/CTP.aspx>.

The temporary warrant always expires on 31st August and must be renewed every school year. AND

(iv) be in possession of a Teacher's Warrant (Permanent) plus a recognised teaching qualification/pedagogical course at MQF Level 6, as defined in this call and its appendices and have accrued not less than fifteen (15) years teaching experience, teaching the subject/area/cycle applied for in a licensed school; OR

(v) have a Teacher's Certificate or have successfully completed the Graduate Teacher's Course, both at MQF Level 6 organised by the Education Division with the subject applied for taken as the main subject in the Teacher's Training Course; OR

(vi) have a recognised teaching qualification at MQF Level 6/7, as defined in this call and Appendix A, which includes the subject/area applied for as a main area of study and satisfying further eligibility as defined in Appendix B if applicable, for the subject/area/cycle applied for; OR

(vii) have a recognised teaching qualification at MQF Level 6 as defined in this call and its appendices, in the subject/s taught at the secondary cycle, plus an adaptation course recognised by the Education Authorities; OR

(viii) have a recognised teaching qualification/pedagogical course at MQF Level 6, as defined in this call and its appendices, and has a minimum of 60 ECTS/ECVET credits at MQF Level 6 in the subject/area applied for, even if their teaching/pedagogical qualification/course, as defined in this call and its appendices, is not in the subject/area applied for; OR

(ix) Applicants who have registered for, and subsequently awarded, a recognised (Masters) qualification at MQF Level 7 with a minimum of 60 ECTS/ECVET credits or equivalent* in the subject applied for, before 29th July 2008, and have been awarded a Teacher's Warrant (Permanent) in accordance with article 41 of the Education Act, must also have a recognised teaching qualification at MQF level 6/7, as defined in this call and Appendix A, in the subject/area/cycle applied for.

However, if an applicant is in possession of a Teacher's Warrant (Permanent), but is not in possession of a recognised teaching qualification at MQF Level 6/7, as defined in this call and its appendices, s/he is still eligible to apply on condition that the applicant provides documented evidence that s/he has been confirmed, (i.e. no longer under probation and worked for a full scholastic year) in the grade of Teacher, and has taught the subject/area/cycle applied for, in a licensed school offering compulsory education.

(x) Public Officers in the grade of Teacher, whose appointment in such grade has been confirmed, and who wish to be considered to teach at a different cycle and/or to teach a different subject, may apply on condition that besides being in possession of a teaching/pedagogical qualification as per Appendix A, have a minimum of 60 ECTS/ECVET credits at MQF Level 6 in the subject/area applied for, even if their teaching/pedagogical qualification/course is not in the subject/area applied for. MEYR shall deploy teachers who prove successful in such cases according to the exigencies of the service.

(xi) Applicants in possession of a teaching qualification in Early Childhood Education and Care or in the Primary, as defined in this call and its appendices, must also be in possession of:

(a) Three (3) Ordinary Levels at MQF Level 3 (minimum Grade C or 5) or a recognised comparable qualification in Maltese Language, English Language and Mathematics. An Advanced Level at MQF Level 4 (minimum Grade E), or comparable. Provided that an applicant who does not satisfy these requirements (paragraph xiv) would still be eligible to apply if s/he is in possession of a Permanent Teacher's Warrant and has been in a full-time teaching position in a licensed school for a period of not less than five (5) scholastic years in the last ten (10) scholastic years.

(b) Applicants who entered one of the courses stipulated in (xi) and Appendix A as mature students and successfully completed such courses, are exempt from the provisions of paragraph (xi) provided they produce a testimonial to this effect from the awarding institution.

*A recognised Qualification comparable to 60 ECTS/ECVET credits, as applicable is only accepted subject to an MQRIC formal recognition statement being submitted with the application.

(xii) Public Officers applying for this post must be confirmed in their current appointment, unless the current appointment is in a different class/career stream or in a definite position. Reversion to previous unconfirmed appointment is not possible.

4.2. A table of recognised teaching qualifications or pedagogical course (Appendix A) mentioned above or in Appendix B may be viewed by accessing the following link:

<https://education.gov.mt/en/vacancies/Documents/Appendix%20A%20-%20Recognised%20Teaching%20qualifications%202023.pdf>.

4.3. Qualifications at a level higher than that specified above and in paragraph 4.2's link for Appendix A and in Appendix B, will be accepted for eligibility purposes, provided they meet any specified subject/area/cycle requirements.

4.4. Applicants who are in the final year of the course leading to the award of their appropriate teaching qualification as per paragraphs under section 4.1 may still apply. Such applicants would need to prove the successful completion of the relevant course by 29th December 2023. Failure to provide such evidence will lead to the removal from the result merit list and if such an applicant is engaged, his/her appointment as Teacher will be changed to that of a Supply Teacher and the engagement will be on a definite basis for scholastic year 2023/2024, which may be renewed for further periods.

4.5. Applicants are also required to refer to Appendix B by accessing the following link:

<https://education.gov.mt/en/vacancies/Documents/Appendix%20B%20-%20Further%20eligibility%20criteria%20for%20Teacher%20call%202023.pdf>

of this call for applications, which indicates further details and eligibility requirements within the area of eligibility of the listed subjects in paragraph 1.2. Applicants, who wish to apply for subjects which are not listed in Appendix B, should refer to paragraphs in section 4.1 and Appendix A for the eligibility requirements.

4.6. Public Officers holding a grade in a particular stream, and who were granted Officer in Scale status by virtue of a Grievances Unit decision in the same scale as that of a higher grade in that stream, are eligible to apply for grades open to officers holding such higher grade within the stream that carries the same scale as that of the Officer in Scale status.

The years of service since the effective date of appointment as Officer in Scale are reckonable for the purpose of satisfying any requisite years of service stipulated in calls for applications.

Any other eligibility requisites for the post must be met in terms of this call for applications.

4.7. Public officers who currently hold an appointment as Officer in Grade are considered on a personal basis to pertain to the Class/Stream of their immediately previous substantive grade, and may apply on the basis of their current scale as Officer in Grade, which must be equivalent to, or higher than, what is required by this call for applications.

The years of service since the effective date of appointment as Officer in Grade are reckonable for the purpose of satisfying any requisite years of "service in the grade" as stipulated in calls for applications.

Any other eligibility requisites for the post/position must be met in terms of this call for applications

4.8. Applicants must be of conduct which is appropriate to the post applied for. In the case of applicants who are already in the Malta Public Service, the GP 47 is to be requested by the HR Unit of the ministry /department issuing the call for application from the Director responsible for HR where applicants are serving, while those applying from outside the Public Service must produce a Certificate of Conduct issued by the Police or other competent authority not earlier than one (1) month from the date of application and state whether they have ever been in Government Service, giving details.

4.9. Applicants must be eligible to take up their due appointment, in terms of 4.1 to 4.8 above, not only by the closing time and date of this call for applications but also on the date of appointment.

4.10. Applicants are obliged to immediately inform the Selection Board (if result has not yet been published, in which case the application should be withdrawn by the applicant) or the HR Unit within the issuing ministry / department (if result has been published) upon any change in the status of their appointment from the date of submission of their application until the closing date, or upon being called for appointment as a result, of this call for application, as the case may be. Non-observance of this instruction may lead to disciplinary action. On its part, at the start of the interview, the Selection Board will request the candidate to declare any changes in status of his/her current appointment from the date of submission of application.

4.11. Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from MQRIC, or other designated authorities, as applicable, as per provisions applicable to this call for applications (see link below).

4.12. It is the applicant's responsibility to present a comparability statement issued by the CTP for teaching qualifications confirming the comparability of the qualification in accordance with paragraphs 4.2 to 4.5 and Appendix A. Holders of a teaching qualification as listed in Appendix A, are exempted from presenting such a comparability statement.

Submission of Supporting Documents

5.1. Qualifications and experience claimed must be supported by certificates/transcripts and/or testimonials, copies of which should be uploaded on the edurecruitment portal <https://edurecruitment.gov.mt>, when you apply. Applicants wishing to produce supporting documentation over and above that required by this call, including teaching practice reports, are to produce such documentation, if and when called for an interview.

Diploma/Degree/Post-Graduate certificates or comparable qualifications must be accompanied by a transcript (Diploma/Certificate supplement) in English, showing the Degree obtained and the final classification.

5.2. Original certificates and/or testimonials are to be invariably produced for verification at the interview. Applicants must also produce an updated Employment History issued by Jobsplus or its equivalent, as proof of work experience. Failure to produce this document means no marks will be given for experience.

Selection Procedure

6.1. Eligible applicants will be assessed by a Selection Board to determine their suitability for the post. The maximum mark for this selection process is 800 and the pass mark is 400. As part of the interview eligible applicants are expected to:

- a. give a 5 to 7-minute digital presentation in English showing the ability to demonstrate mastery in pedagogy and assessment in an inclusive environment in the subject/area/cycle applied for.
- b. Show professional knowledge, competences and attitudes through case study/studies and a series of questions in Maltese.

Eligible applicants are to bring their own laptop/tablet and to provide the selection board with a printed version of the presentation. In the absence of a laptop/tablet, candidates are required to have access to the presentation through a memory stick. The Assessment Criteria can be accessed on: <http://education.gov.mt/en/Pages/vacancies.aspx>.

6.2. A successful applicant under clause 4.4 will be placed in the order of merit, subject to the condition that s/he is either fully qualified or has successfully completed his/her teaching qualification, by 29th December 2023. Failure to satisfy any one of the above conditions will lead to the removal from the merit list.

Submission of Applications

7.1. Applicants may apply for more than one of the options listed in clause 1.2 above, by applying separately for every subject/cycle/area. However, it is the prerogative of MEYR to select under which option to offer employment to the selected candidates, according to the exigencies of the Malta Public Service and MEYR.

7.2. Applications are to be submitted, for the attention of the Ministry for Education, Sport, Youth, Research and Innovation through the Online Education Recruitment Portal only on <https://edurecruitment.gov.mt>. Applications are to include a Curriculum Vitae (which should include a list of qualifications held by applicant). Those applying from outside the Public Service must produce a Certificate of Conduct which has been issued not earlier than one (1) month from the date of application, in PDF format, which are to be uploaded through the Portal.

The closing date of the receipt of applications is **17:15 hrs (Central European Time) of Friday, 31st May, 2024**. A computer-generated e-mail will be sent as an acknowledgement of the application. Further details concerning the submission of applications are contained in the general provisions referred to below.

7.3. Due to the exigencies of MEYR, the selection process will initially consider applications received by **17:15 hrs (Central European Time) of Tuesday, 16th May, 2023**. However, after the first closing date where no vacancy exist in a cycle/subject/area, the profile for that particular cycle/subject/area will close and remain closed until a vacancy occurs. In such instances, a notification is issued advertising that particular cycle/subject/area is now open and will remain open until that vacancy is filled.

Successful candidates in every cycle/subject/area will be placed in an order of merit list which will remain valid for one (1) year from the date of publication or until the result list is exhausted, whichever is earlier.

However, should the order of merit list be exhausted as a result of additional vacancies in the cycle/subject/area mentioned in paragraph 1.2, other applicants may be assessed without recourse to a new call for applications, provided they would have submitted their application by **17:15 hrs (Central European Time) of Friday, 31st May 2024**. Should you require assistance with the application kindly contact Edu Servizz.gov on telephone number 2598 0000.

7.4. Applicants must, together with the application mentioned in paragraph 7.2, submit an online temporary warrant application at: <https://eforms.gov.mt/pdfforms.aspx?fid=est075e>, or renew their temporary warrant online through the following link: <https://eforms.gov.mt/pdfforms.aspx?fid=est077e>.

The acknowledgement of this application/renewal is to be submitted through the Online Education Recruitment Portal (<https://edurecruitment.gov.mt>). Applications for a temporary warrant/renewal will be processed by the CTP, only if an applicant is offered employment with MEYR.

7.5. It is the responsibility of the applicants not to leave until the last thirty (30) minutes for submission of their application.

7.6. Applications which are received after closing date and time (i.e. late applications) are not allowed.

7.7. Applicants are granted up to two (2) working days after closing date or up to two (2) working days from date of notification, whichever is the later, to submit any incorrect or incomplete or missing documents.

Other General Provisions

8. Other general provisions concerning this call for applications, with particular reference to:

- applicable benefits, conditions and rules/regulations;
- reasonable accommodation for registered persons with disability;
- submission of recognition statements in respect of qualifications;
- publication of the result;
- medical examination;
- the process for the submission of petitions concerning the result;
- access to application forms and related details;
- retention of documents;

may be viewed by accessing the website of the People & Standards Division at the address <https://recruitmentintra.gov.mt/generalprovisions/GeneralProvisionsEN.pdf>.

These general provisions are to be regarded as an integral part of this call for applications.