



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

Ministry of Civil Service and Administrative Reforms  
Circular Letter No.41 of 2014  
E/60/28/11/03 R

17 July 2014

From: **Senior Chief Executive, Ministry of Civil Service and Administrative Reforms**

To: **Supervising Officers i/c Ministries/Departments**

**Universal ICT Education Programme (UIEP)**

As you are aware the National Computer Board (NCB), operating under the aegis of the Ministry of Information and Communication Technologies, has provided training in ICT to more than 10,000 public officers since the implementation of the UIEP in year 2006.

2. Public officers who have not yet followed the training programme under the UIEP may apply to register for the Internet and Computer Core Certification (IC3) course. The cost per participant is Rs750. Registration Form together with time table and the list of training centres are at Annex I.

3. This Ministry will process the Registration Forms, which should be sent to the Human Resource Development Division, and meet the cost of training for officers of the following cadres:-

- > Administrative Cadre
- > Human Resource Cadre
- > General Services Cadre

4. In respect of departmental grades, Ministries/Departments should transmit registration forms directly to the NCB. The costs of training should be met by respective Ministries/Departments.

5. This Circular Letter, together with the Registration Form for IC3 course may be downloaded from this Ministry's website <http://civilservice.gov.mu>. For any additional information, you may contact the Human Resource Development Division on Tel. Nos. 212-7856/208-7617.

6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of eligible public officers serving in your Ministry/Department.

**S. Seebaluck**  
**Senior Chief Executive**

**Copy to: Secretary to Cabinet and Head of the Civil Service**

**UNIVERSAL ICT EDUCATION PROGRAMME**

**Registration Form**

**Internet and Computing Core Certification (IC3)**

**1. PERSONAL DETAILS**

SURNAME (in full)

Mr/Mrs/Miss .....  
(Delete whichever is not applicable)

OTHER NAME(S)

.....

Residential Address: .....  
.....  
.....

Tel No:

(Home) .....  
(Office) .....  
(Mobile) .....

**2. PROFESSIONAL DETAILS**

Occupation: .....

Ministry: .....

Department: .....

Office Address: .....

3. Department / Ministry responsible for the payment of the IC3 course for above-named participant.

.....

4. Preferred Batch (according to IC3 Training time-table: B1 to B11) (Please find annex)

1<sup>st</sup> choice – Batch: .....

2<sup>nd</sup> choice – Batch: .....

**Preferred Training Centre**

1<sup>st</sup> choice: .....

2<sup>nd</sup> choice: .....

5. I, Mr/Mrs/Miss ..... confirm my participation in the ..... and undertake to follow and complete the training programme.

Date: ...../...../.....

Signature: .....

6. This is to certify that the information has been checked and found correct and there is no objection to the officer being released for the programme.

Signature: .....

Name: .....

Designation: .....

Date: .....

**UNIVERSAL ICT EDUCATION PROGRAMME – IC3**

I, the undersigned, hereby undertake to attend and successfully complete the IC3 Training Programme sponsored by the Dept./ Ministry of .....

I also undertake to furnish to the Ministry/Dept. within a month of the completion of the IC3 Programme, the certificate or any other documentary evidence, as may be required to the effect that I have attended and successfully completed the programme.

In case I fail to attend and complete the programme, I undertake to reimburse to the Government the amount sponsored for the training programme.

In case of failure to reimburse the amount, I accept that deductions be made from my salary, pension and or any sums which might accrue to me under my contract of service until full settlement of the amount due, and this, independently from the other sanction laid down in the aforesaid regulations.

Signature: .....

Name: ..... *(in block letters)*

ID No: .....

Post: .....

Ministry:- .....

Tel No: ..... *(Home)*

..... *(Office)*

..... *(Mobile)*

Date: .....

### IC3 Training Time-Table:

<b>Batch 1</b> : Mondays + Wednesdays + Fridays ⇨	16.00 – 18.00 ☐	(over 8 weeks)
<b>Batch 2</b> : Mondays + Wednesdays + Fridays ⇨	18.00 – 20.00 ☐	(over 8 weeks)
<b>Batch 3</b> : Tuesdays + Thursdays ⇨	16.00 – 18.00 ☐	(over 12 weeks)
<b>Batch 4</b> : Tuesdays + Thursdays ⇨	18.00 – 20.00 ☐	(over 12 weeks)
<b>Batch 5</b> : Saturdays ⇨	09.00 – 12.00 ☐	(over 15 weeks)
<b>Batch 6</b> : Saturdays ⇨	12.00 – 15.00 ☐	(over 15 weeks)
<b>Batch 11</b> Saturdays ⇨	15.00 – 18.00 ☐	(over 15 weeks)
<b>Batch 7</b> : Sundays ⇨	09.00 – 12.00 ☐	(over 15 weeks)
<b>Batch 8</b> : Sundays ⇨	12.00 – 15.00 ☐	(over 15 weeks)

### Training Centres (State Secondary Schools):

Centre Name	Region
Adolphe de Plevitz SSS	Grand Baie
Lady Sushil Ramgoolam SSS	Triolet
Triolet SSS	Triolet
Sharma Jugdambi SSS	Goodlands
Ramsoondur Prayag SSS	Riviere du Rempart
Riviere du Rempart SSS	Riviere du Rempart
Pamplemousses SSS	Pamplemousses
Piton State Boys SSS	Piton
Mapou SSS	Mapou
Droopnath Ramphul SSS	Calebasses
Rabindranath Tagore Institution	Ilot
Prof Hassan Raffa SSS	Terre Rouge
Terre Rouge SSS	Terre Rouge
Port Louis North SSS	Port Louis
Port Louis SSS Girls	Port Louis
Port Louis State College	Port Louis
Sir Abdool Razack Mohammad SSS	Port Louis
Renganaden Seeneevassen SSS	Port Louis
Royal College - Port Louis	Port Louis
Belle Village SSS	Port Louis
Pailles SSS	Pailles
La Tour Koenig SSS	La Tour Koenig
Bambous SSS	Bambous
Swami Sivananda SSS	Bambous
Palma SSS	Palma
La Gaulette SSS	La Gaulette
John Kennedy College	Beau Bassin
Marcel Cabon SSS	Beau Bassin
Queen Elizabeth College	Rose Hill
Ebene SSS (Girls)	Ebene
Belle Rose SSS	Belle Rose

Centre Name	Region
Dr. Regis Chaperon SSS	Belle Rose
Gaetan Raynal SSS	Belle Rose
Sodnac SSS	Sodnac
Phoenix SSS	Phoenix
Sir A.Raman Osman SSS	Phoenix
Dr. Maurice Curé SSS	Vacoas
Vacoas SSS Boys	Hollywood
Vacoas SSS Girls	Vacoas
Floreal SSS	Floreal
Dunpath Lallah SSS	Curepipe
Royal College Curepipe	Curepipe
Forest Side SSS(Boys)	Forest Side
Forest Side SSS(Girls)	Forest Side
Nouvelle France SSS	Nouvelle France
Sookdeo Bissondoyal SSS	Rose Belle
France Boyer de la Giroday SSS	Plaine Magnien
Emmanuel Anquetil SSS	Mahebourg
St Aubin SSS	St Aubin
Swami Vivekananda SSS	Souillac
Mootoocomaren Sangeelee SSS	Surinam
Mahatma Gandhi SS	Moka
Mahatma Gandhi Form 6 College	Moka
Gandhian Basic School	Moka
Quartier Militaire SSS	Quartier Militaire
Shrimati Indira Gandhi SSS	Quartier Militaire
Camp de Masque SSS	Camp De Masque
Sebastopol SSS	Sebastopol
Bon Accueil SSS	Bon Accueil
Manilal Doctor SSS	Lallmatie
Rajcoomar Gujadhur SSS	Flacq
Sir Leckraz Teelock SSS	Flacq
Mahatma Gandhi SSS	Flacq
Bel Air SSS	Bel Air