

# MAHATMA GANDHI INSTITUTE

## VACANCIES

Applications are invited from suitably qualified candidates who wish to be considered for employment at the Mahatma Gandhi Institute for the following posts:

**1. POST : ASSISTANT EDITOR (HINDI)**

**QUALIFICATIONS :**

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

(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;

OR

(c) an equivalent qualification acceptable to the Council

B. A Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced level" or an equivalent qualification acceptable to the Council.

C. A Diploma in the relevant Indian Language from a recognized institution

OR

Equivalent qualifications acceptable to the Council.

AND

D. At least 3 years experience in editing and publishing.

Experience in Journalism or in Creative Writing and a good knowledge of a second Indian Language will be an advantage.

### Note

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 “Subsidiary Level” as well as the General paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

**SALARY SCALE** : Rs 18,450 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32500 x 925 – 35,275 QB 36,200 x 925 – 37,125 x 1,225 – 38,350

**2. POST** : **RECEPTIONIST /TELEPHONE OPERATOR**

**QUALIFICATIONS** : 1. SC with at least 5 subjects including English and French  
2. Proficiency in Oral English and French

**SALARY SCALE** : Rs 12,490 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 25,525

### **MODE OF APPLICATION**

Application forms for the post 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 certificate, marriage certificate (where applicable), valid certificate of character, educational certificates and evidence of experience claimed, so as to reach the Director-General, Mahatma Gandhi Institute/Rabindranath Tagore Institute, Moka (80808), **not later than 3.30 p.m. on Monday 07 May 2018.**

Applicants should produce evidence of equivalence of qualifications, if applicable.

**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 : 06 April 2018

Tel No. 403 2000  
Moka

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