

MAHATMA GANDHI INSTITUTE

VACANCY

Applications are invited from suitably qualified candidates who wish to be considered for the post of **Word Processing Operator (Urdu) on a purely temporary capacity** at the Mahatma Gandhi Institute.

QUALIFICATIONS :

- A. (a) Cambridge School Certificate with credit in at least English Language and French obtained at not more than two sittings

Or

- (b) Passes not below Grade C in at least five subjects including English Language and French 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.

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 at 'Subsidiary Level' as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B.** A certificate in typewriting at a speed of at least 25 words a minute in the relevant Oriental Language from a recognised institution.
- C.** A certificate in Word Processing or Data Processing from a recognised institution.

Or

Equivalent qualifications to B and C above acceptable to the Council.

Note 1

Candidates not possessing qualification at B above will also be considered provided they can type efficiently at a speed of at least 25 words a minute.

Note 2

Candidates not possessing qualification at C above will also be considered provided they can show proof of being able to operate a computer and use word processing and data processing packages.

FLAT SALARY : Rs 13,790 monthly plus salary compensations at approved rates.

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.

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>.

Application 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 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 Friday 04 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 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 : 24 April 2018

Tel No. 403 2000
Moka

