

# MAHATMA GANDHI INSTITUTE

## TEMPORARY EMPLOYMENT

Applications are invited from suitably qualified candidates who wish to be considered for employment on a purely **temporary basis** as **LIBRARY CLERK (MARATHI)** at the Mahatma Gandhi Institute.

**QUALIFICATION: A.** (a) Cambridge School Certificate with credit in at least five subjects, including 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 1:

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 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.

### Note 2:

A working knowledge in the relevant subject would be an advantage.

**FLAT SALARY:** Rs 16785 /- monthly plus salary compensations at the approved rates.

## **DUTIES:**

1. To process books and periodicals and do minor classification and cataloguing.
2. To work at the issue counter.
3. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

## **AGE LIMIT:**

Candidates, unless employed in the Government Service or in Parastatal Organisations, should not have reached their 45<sup>th</sup> birthday by the closing date for the submission of applications.

## **MODE OF APPLICATION:**

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 Tuesday 12 December 2023.*

Application forms 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>.

**Applicants should produce written evidence of equivalence of qualifications, and of knowledge and experience claimed.**

**The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidate. 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.**

**Please note that applicants who do not possess a Certificate of Character will be required to produce the receipt for their application for same as evidence.**

**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 : 28 November 2023

Tel No. 403 2000  
Moka

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