

MAHATMA GANDHI INSTITUTE

TEMPORARY EMPLOYMENT

Applications are invited from suitably qualified candidates who wish to be considered for employment on a **temporary basis** as **CLERICAL OFFICER** at the Mahatma Gandhi Institute

QUALIFICATIONS:

- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Accounts obtained at not more than two sittings.

OR

- (b) Passes not below Grade C in at least 5 subjects including English Language, French and Mathematics or Accounts 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 MGI & RTI 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 MGI & RTI Council

Note:

Candidate not possessing 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.

DUTIES:

1. To perform duties of a clerical nature such as:
 - a) the preparation, scrutiny and processing of straightforward documents, records, etc;
 - b) the preparation of simple documents subject to check;
 - c) arithmetical work;
 - d) registry work;
 - e) simple finance, establishment and stores work under supervision;
 - f) drafting replies to simple correspondence.
2. To control a small sub-section in a department.
3. To carry out pay duties, as and when required.
4. To perform simple Computer/data processing work and Micro-filming.
5. To carry out simple research work in connection with official documents.
6. 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.

SALARY: A flat salary of Rs23917/- monthly plus salary compensations at the approved rates.

AGE LIMIT:

Candidates, unless employed in the Government Service or in Parastatal Organisations, should not have reached their 45th 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 website of the MGI at the following address:

<http://www.mgirti.ac.mu>

Applications should be made on the **prescribed form** and returned, duly filled in, along with copies of the Birth, Marriage (where applicable), Academic and Professional Certificates and a valid Certificate of Character so as to reach the Officer-in-Charge, Mahatma Gandhi Institute/Rabindranath Tagore Institute, Moka (80808), ***not later than 3.30 p.m. on Thursday 28 May 2026.***

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 qualifications (if applicable) from the competent authorities rests solely upon 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.

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 convene only the best qualified candidates for interview; and**
- (ii) not to fill the vacancy as a result of this advertisement.**

Date : 08 May 2026

Tel No. 403 2000
Moka

/sk/nv

04.05.2026