



विश्व हिंदी सचिवालय WORLD HINDI SECRETARIAT

भारत व मॉरीशस सरकार की द्विपक्षीय संस्था

A bilateral organization of the Government of India and Mauritius

VACANCIES

Applications are invited from qualified serving employees on the permanent and pensionable establishment in the Public Service (including parastatal bodies and local authorities) who wish to be considered for employment at the World Hindi Secretariat in the following grades:

1. ACCOUNTS OFFICER
2. CONFIDENTIAL SECRETARY
3. MAINTENANCE OFFICER
4. RESEARCH & DEVELOPMENT ASSISTANT
5. RECEPTIONIST/TELEPHONE OPERATOR

For more information regarding qualifications, duties and other relevant information, candidates may visit the website of the World Hindi Secretariat at www.vishwahindi.com or the Ministry of Education, Tertiary Education, Science and Technology at ministry-education.govmu.org

Note: The selected candidates would be required to serve the World Hindi Secretariat on secondment for an initial period of one year against payment of an appropriate allowance over and above their present salary and consideration may be given for further extension.

MODE OF APPLICATION

Application should be made on the prescribed form which may be obtained at the World Hindi Secretariat at Independance Street, Phoenix, 73423 or downloaded from the website [http:// www.vishwahindi.com](http://www.vishwahindi.com) or ministry-education.govmu.org.

CLOSING DATE OF APPLICATION & OTHER INFORMATION

- a. Application Forms should reach the Deputy Secretary General, World Hindi Secretariat, not later than **15.30 hrs on Monday 13 September 2021**
- b. Candidates should clearly indicate the post for which they are applying for. Failure to do so may entail their elimination from the competition.
- c. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant. Only the prescribed Form should be used.
- d. Candidates will be contacted, as far as possible by email and phone. Candidates are therefore advised to submit valid email address as well as a phone number on which they can be easily contacted.
- e. Applications obtained after the closing date **will not be accepted.** The onus for the prompt submission of the applications so that they reach the World Hindi Secretariat in time lies solely on applicants.
- f. Heads of Ministries/ Departments are kindly requested to forward a copy of the advertisement to all parastatal bodies and/ or local authorities falling under their purview.

World Hindi Secretariat
23 August, 2021

इंडिपेंडेंस स्ट्रीटफेनिक्स , 73423, मॉरीशस ***** Independance Street, Phoenix 73423, Mauritius

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www.vishwahindidb.com