



विश्व हिंदी सचिवालय WORLD HINDI SECRETARIAT

भारत व मॉरीशस सरकार की द्विपक्षीय संस्था

A bilateral organization of the Government of India and Mauritius

Job Profile: Confidential Secretary

Qualifications :

A.

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

OR

- (b) Passes not below Grade C in at least five subjects including English Language, Hindi and Mathematics or Principles of 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) A Secondary or High School Examination passed from CBSE/ICSE/State Boards of Secondary Education, India with Hindi and English as subjects.

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) A Cambridge Higher School Certificate with Hindi as one of the subjects or Passes in at least two subjects including Hindi obtained on one certificate at the General Certificate of Education 'Advanced Level'.

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OR

- (b) A Senior School Certificate Examination or Higher Secondary Examination passed from CBSE/ICSE/State Boards of Secondary Education, India with Hindi and English as subjects.

OR

Equivalent qualifications to A and B above acceptable to the World Hindi Secretariat subject to recognition by the Government of Mauritius and the Government of India.

- C. Certificate in Word/Data Processing from a recognized institution.
- D. Knowledge of Word Processing in Hindi at a speed of at least 25 w.p.m.
- E. At least 2 years' experience in word processing in Hindi or Clerical/Word Processing Operator (Hindi) duties. Preference will be given to candidates with more experience.
- F. Candidates should be able to make use of modern ICT tools/technologies.
- G. Candidates should:
(i) be fluent in English and Hindi; and
(ii) have good interpersonal and communication skills.
- H. Qualification at I above should have been obtained prior to qualification at II above.

Note 1:

Candidates should submit documentary evidence of their experience as Word Processing Operator (Hindi) or Clerk/Word Processing Operator (Hindi).

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Note 2:

*Candidates will be required to sit for a **Word Processing test** in Hindi to be conducted by the World Hindi Secretariat and only those who reach Word Processing speed of **at least 25 wpm** at the test will be considered.*

Note 3:

Preference will be given to candidates who in addition to the above qualifications also possess the Uttama Certificate or an alternative qualification in Hindi from a recognized institution.

Note 4:

In the absence of candidates possessing Hindi at I and II above, consideration may be given to candidates possessing a Certificate in Madhyama.

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Duties: Confidential Secretary

1. To arrange appointments and deal with enquiries.
2. To make telephone calls and screen incoming calls and attend visitors and determine the course of action required for satisfactory disposition.
3. To take messages and facilitate the process of communication between the relevant stakeholders.
4. To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
5. To perform word processing and telex/telefax duties and simple computer/data processing work and operate e-mail services.
6. To keep track of important documents, papers and make them available expeditiously.
7. To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointments honoured.
8. To ensure that meetings are well organised and take place in time and appropriate information is made available.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Confidential Secretaries in the roles ascribed to them according to their postings.
10. To perform such cognate duties as may be assigned by the Secretary General.

Note:

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Confidential Secretaries may be required to work outside normal working hours

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