



# 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 : Maintenance Officer

### 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 or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"

**OR**

A Senior School Certificate Examination or Higher Secondary Examination Passed from CBSE/ICSE/State Boards of Secondary Education, India

- C. A Diploma in Building and Civil Engineering from a recognized institution.

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## OR

Equivalent Qualifications to A, B and C above acceptable to the World Hindi Secretariat subject to recognition by the Government of Mauritius and the Government of India

**D.** At least 2 years' post qualification experience in maintenance duties

**E.** Candidates should possess good organising, supervisory and communication skills.

**F.** Candidates should have the ability to lead and motivate a team of employees.

**G.** Candidates should be computer literate

**Note 1:** Qualifications at A above should have been obtained prior to qualification at B above

**Note 2:** Candidates should produce written evidence of experience claimed.

**Note 3:** In the absence of candidates possessing Hindi at A above consideration may be given to candidates possessing a certificate in Prathama

**Note 4:** Preference will be given to candidates who in addition to the above qualifications also possess Hindi at the Higher School Certificate/GCE "Advanced Level", Madhyama Certificate or an alternative qualification in Hindi from a recognized institution.

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## **Duties: Maintenance Officer**

1. To identify and report to Management on infrastructure and equipment requirements.
2. To prepare regular maintenance programmes including preventive maintenance and equipment.
3. To design and prepare budget estimates for minor construction projects.
4. To design specifications and construction plans.
5. To assist in the repair and upgrading of infrastructure earmarked for examinations and marking exercises.
6. To monitor progress of work in respect of infrastructure development.
7. To supervise the running of the workshop and premises.
8. To supervise cleaning of premises and buildings including Driver/Office Attendant, Gardeners and General Worker.
9. To produce technical reports whenever required.
10. To identify and plan training for support staff.
11. To represent the Management in technical meetings.
12. 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 Maintenance Officer in the roles ascribed to him.

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