



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 : Research & Development Assistant

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"

OR

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.

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

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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. A degree or joint degree from a recognized institution in Hindi.

D. Candidates should be able to make use of modern ICT tools/ technologies.

E. Candidates should :

- (i) be fluent in English and Hindi; and
- (ii) have good interpersonal and communication skills.

F. Qualification at A above should have been obtained prior to qualification at B above.

Note 1: Preference will be given to candidates who in addition to the above qualifications also have experience related to Research and Development.

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

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Duties : Research & Development Assistant

1. To assist the Secretary General in the management of research projects at the WHS.
2. To collect data for the website and database of WHS through interviews, focus groups and other methods.
3. To conduct quantitative analysis of existing data sets.
4. To plan, design and conduct qualitative research in different locations where Hindi related activities are carried out.
5. To assist in the processing of information relating to the technical aspects of research projects and other studies.
6. To work as part of a team to manage data research and deliver work.
7. To carry out surveys and other technical duties with regard to research and development.
8. 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 incumbents in the roles ascribed to them.

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