

**MAURITIUS MARATHI CULTURAL CENTRE TRUST**

**1<sup>st</sup> Floor, Maharashtra Bhawan, Pandit Sahadeo Square, Moka**

**Tel:433 1167**

**VACANCY FOR THE POST OF CLERK/WORD PROCESSING OPERATOR**

Applications are invited from suitably qualified candidates who wish to be considered for appointment as Clerk/Word Processing Operator at the Mauritius Marathi Cultural Centre Trust (MMCCT), a parastatal body falling under the aegis of the Ministry of Arts and Culture.

**AGE LIMIT**

Candidates, unless already in the Public Sector, should not have reached their 40<sup>th</sup> birthday by the closing date for the submission of applications.

**QUALIFICATIONS:**

- A. The 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 Board.
- B. A certificate in Word Processing or Data Processing from a recognized institution.
- C. A certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognized institution.

**NOTE 1**

Candidates not possessing qualification at B above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Board.

**NOTE 2**

Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the Board.

D. Candidates should:

- (i) have studied Marathi Language up to Secondary School Level; and
- (ii) possess typing knowledge in Marathi.

Candidates should produce written evidence of knowledge claimed.

**The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case non-submission of Equivalence Certificate, as appropriate, by the closing date.**

### **DUTIES AND SALARY**

1. To perform duties of clerical nature such as:
  - a) the preparation, scrutiny and processing of straight forward documents, records, etc;
  - b) registry work;
  - c) establishment and stores work under supervision;
  - d) drafting replies to simple correspondence;
  - e) carry out simple research work in connection with official documents.
2. To take down dictation.
3. To perform word processing and simple computer/data processing work.
4. To operate telefax, E-mail services, photocopying machines and other electronic communication equipment.
5. To attend telephone calls
6. To welcome visitors and attend to queries.
7. 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 the Clerk/Word Processing Operator in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale of Rs.14050 x 275 – 15150 x 300 – 15750 x 325 -17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 - 30175 (MMCCT 2)

## **MODE OF APPLICATION**

Qualified candidates should submit their applications on the prescribed form which may be obtained **either** on the website of the Mauritius Marathi Cultural Centre Trust ([www.mmcct.mu](http://www.mmcct.mu)) or at the office of the Mauritius Marathi Cultural Centre Trust, 1<sup>st</sup> Floor, Maharashtra Bhawan, Pandit Sahadeo Square, MOKA. The application forms together with a comprehensive C.V and copies of all relevant certificates along with a character certificate issued not later than three months should be sent by registered post to the Secretary, Mauritius Marathi Cultural Centre Trust, 1<sup>st</sup> Floor, Maharashtra Bhawan, Pandit Sahadeo Square, MOKA.

The post applied for should be clearly marked on the top left hand corner of the envelope.

## **NOTE**

1. Application not made on the prescribed form will not be considered.
2. Incomplete, inadequate or inaccurate filling of application form may entail the elimination of the applicant.
3. Application received after the closing date will **not** be considered.
4. The Mauritius Marathi Cultural Centre Trust reserves the right:
  - a) to convene **only** the best qualified candidates for interview, and
  - b) Not to make any appointment as a result of this advertisement.

## **CLOSING DATE**

Applications should reach the Secretary of Mauritius Marathi Cultural Centre Trust, Maharashtra Bhawan, Moka not later than 4.00 p.m on 01 April 2019.

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