

## **ADVERTISEMENT**

### **World Hindi Secretariat**

#### **Vacancy for the post of Deputy Secretary General on a contract basis**

The World Hindi Secretariat Act, proclaimed on 12 September 2005 provides for the establishment of the World Hindi Secretariat with the objective of promoting Hindi as an international language and furthering the cause of Hindi towards its recognition at the United Nations as an official language. The administrative head of the Secretariat which is based in Mauritius is the Secretary General, who is assisted by a Deputy Secretary General.

2. In terms of the existing bilateral agreement between India and Mauritius, the next Deputy Secretary General to be recruited as from January 2010 should be a Mauritian national.

3. Applications are accordingly invited from qualified **Mauritian** candidates who would wish to be considered for the position of Deputy Secretary General of the World Hindi Secretariat.

4. **Age limit**

Candidates should not be above the age of 55 years as at the closing date for the submission of applications.

5. **Qualifications**

The prescribed qualifications of the post as approved by the Governments of India and Mauritius are as follows:-

#### **ESSENTIAL**

(a) A Degree in Hindi with English from a recognized institution; or

A Degree in English with Hindi from a recognized institution; and

(b) A Master's Degree in Hindi or Hindi Literature/Linguistics or English from a recognized institution; or

An alternative qualification acceptable to the Government of Mauritius and Government of India.

(c) At least 12 years experience of terminological work in Hindi and/or translation work from English or any foreign language to Hindi or vice versa preferably of technical or literary or scientific material in a Central/State Government/University recognized by either the UGC/PSU/Autonomous Hindi Institutions recognized by the Indian Government or by the Tertiary Education Commission of Mauritius or the Mauritius Qualifications Authority; or

At least 12 year's experience of teaching, research, writing or journalism in Hindi in Institutions recognized by the respective Government.

### **DESIRABLE**

(a) The candidates having Sanskrit as one of the subjects at Degree level will have an advantage.

(b) Wide knowledge and international exposure of propagation of Hindi/Indology/Hindi literature/Indian Studies and Indian culture and traditions.

(c) Dynamic, enterprising, highly motivated with good communications and interpersonal skills.

(d) Have proven track record of administrative/managerial experience.

(e) Experience in editing/publication/flair for creative writing/socio-cultural work/Hindi-promotion activities.

(f) Working knowledge of Computer and Hindi Software.

### 6. **Conditions of employment/benefits**

(a) the selected candidate will be offered employment on a **contract basis** for a period of **3 years**;

(b) salary scale: Negotiable between the range of Rs 43,000 – RS 48,000.

(c) gratuity at the rate of 25% of the amount of salary drawn payable on completion of every 12 months satisfactory service;

(d) leave and passage benefits and travelling allowance, in accordance with regulations in force at the World Hindi Secretariat;

7. **Duties and responsibilities:**

- (a) Shall be responsible to the Secretary-General.
- (b) In the absence of the Secretary-General, he/she shall act as the acting Secretary General and shall perform all day-to-day functions and duties of the Secretary General.

8. **Mode of Application**

(a) Applications should be made on the prescribed form available at the World Hindi Secretariat, Swift Lane, Forest Side or may be downloaded from the Website of the Ministry at the following address: <http://ministry-education.gov.mu>.

(b) The completed application forms along with the Candidates' full Curriculum Vitae should be submitted to:

**The Supervising Officer**

**Ministry of Education, Culture & Human Resources**

**3<sup>rd</sup> Floor**

**IVTB House**

**Phoenix**

9. ***Note***

(a) Photocopies of relevant academic and professional certificates and other documents relating to work experience that would help in determining the eligibility of applicants should be enclosed.

(b) The Post of **Deputy Secretary General, World Hindi Secretariat** should be clearly marked on the top left-hand corner of the envelope.

10. **Closing date**

The closing date for the submission of applications is 15 December 2009.