

PRESS COMMUNIQUE

MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY

Secretary General - World Hindi Secretariat

The World Hindi Secretariat is a bilateral organization of the Government of India and Government of Mauritius. 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.

2. According to the World Hindi Secretariat Act, the policy formulation body responsible to drive the World Hindi Secretariat towards its objectives will be its Governing Council comprising Ministers of both countries while its Executive Board consisting of Senior Government officials will take care of management issues with the assistance of its Chief Executive Officer, known as the Secretary General.

3. In terms of the existing bilateral agreement between India and Mauritius, the next Secretary General to be recruited should be a Mauritian national.

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

A. AGE LIMIT

Candidates should not have reached their 55th birthday by the closing date for the submission of applications.

B. QUALIFICATIONS

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

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

A Degree in English with Hindi from a recognized institution;

- (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 14 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 Higher Education Commission or the Mauritius Qualifications Authority; OR

At least 14 years' experience of teaching, research, writing or journalism in Hindi in Institutions recognized by the respective Government.

In addition to the above, candidates should also:

- (a) have wide knowledge and international exposure of propagation of Hindi/Indology/Hindi literature/Indian Studies and Indian culture and traditions.
- (b) be dynamic, enterprising, highly motivated with good communication and interpersonal skills.
- (c) have proven track record of administrative/managerial experience.
- (d) have experience in editing/publication/flair for creative writing/socio-cultural work/Hindi-promotion activities.
- (e) have working knowledge of Computer and Hindi Software.

NOTE 1

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

NOTE 2

- (a) Candidates should produce written evidence of experience/knowledge claimed.
- (b) **The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

C. DUTIES AND RESPONSIBILITIES

The Secretary-General shall be the ex-officio member - Secretary to the Governing Council and Executive Board, and the Chief Executive Officer of the World Hindi Secretariat, and shall be responsible to implement the directives of the Governing Council and the Executive Board. He/she shall perform the following duties and functions under the overall guidance/directions of the Governing Council and the Executive Board:

- (a) The management and day-to-day functioning of the World Hindi Secretariat.
- (b) Preparation of the organizational structure with clear job descriptions to ensure a high level of efficiency and effectiveness of the World Hindi Secretariat for the approval of the Executive Board.
- (c) Preparation of the Budget for the World Hindi Secretariat and ensure its implementation through efficient and transparent financial management for approval of the Executive Board.
- (d) Development and implementation of strategies, policies, and a work programme within the overall strategy and policymaking framework provided by the World Hindi Secretariat.
- (e) Planning, coordination and supervision of all events organised by the World Hindi Secretariat.
- (f) Promotion of the objectives, policies and activities of the World Hindi Secretariat within the overall guidance of the Governing Council and the Executive Board.
- (g) Any cognate duties.

D. REMUNERATION

- (a) The selected candidate will be offered employment on a **contract basis** for a period of one (1) year in the first instance, which is renewable up to three (3) years;
- (b) Salary scale: Negotiable Rs 75,800 – 82,250;
- (c) gratuity at the rate of 25% of the amount of salary drawn payable on completion of every 12 months satisfactory service; and
- (d) leave and passage benefits and travelling allowance, in accordance with regulations in force at the World Hindi Secretariat.

E. MODE OF APPLICATION

Applications should be made in the prescribed form available at the World Hindi Secretariat, Independence Street, Phoenix or may be downloaded from the website of the World Hindi Secretariat at the following address:

www.vishwahindi.com or from the website of the Ministry of Education, Tertiary Education, Science and Technology at the following address:

<https://education.govmu.org/SitePages/Index.aspx>

F. IMPORTANT

- (a) **Only qualified candidates should apply;**
- (b) **Applications not made on the prescribed form will not be accepted;**
- (c) **Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination from the exercise;**
- (d) **Photocopies of relevant academic and professional certificates (including transcripts) and other documents relating to work experience should be enclosed;**
- (e) **Applications obtained after the closing date indicated at paragraph G below will not be accepted;**
- (f) **Only the best qualified candidates will be called for interview; and**
- (g) **This Ministry reserves the right not to make any appointment following this advertisement.**

G. CLOSING DATE OF APPLICATION

Qualified candidates are requested to submit their completed applications in the prescribed form by registered post (**the envelopes should be clearly marked on the top left hand corner "Secretary General - World Hindi Secretariat"**) along with their curriculum vitae and photocopies of their Birth/Marriage Certificates, Academic and Professional Qualifications (**including transcripts**), **not later than 15.00 hours (local time) on Friday 13 May 2022 to:**

**The Senior Chief Executive
(Attn. Establishment Registry)
Ministry of Education, Tertiary Education, Science and Technology
2nd Floor, MITD House
Phoenix**

Date: 28 April 2022

**Ministry of Education, Tertiary Education,
Science and Technology
MITD House
Pont Fer
Phoenix**