



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 : Receptionist/ Telephone Operator

Qualifications :

A

- (i) Cambridge School Certificate with credit in at least five subjects including English Language, French, Hindi and Mathematics or Principles of Accounts obtained at not more than two sittings

OR

- (ii) Passes not below Grade C in at least five subjects including English Language, French 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.

B

Candidates should

- (i) be proficient in oral English and Hindi
(ii) possess good communication skills; and
(iii) have a positive attitude towards work;

Note :

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

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

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Duties: Receptionist/Telephone Operator

1. To operate telephone switchboard, receive and deliver messages.
2. To man the reception/enquiry counter and the main entrance of the Secretariat
3. To take care of general enquiries for the Institute.
4. To perform 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 according to their postings.
5. To perform such cognate duties as may be assigned to him by the Secretary General.

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