

# **MAHATMA GANDHI INSTITUTE**

## **EMPLOYMENT ON CONTRACT BASIS**

Applications are invited from suitably qualified candidates who wish to be considered for the post of **COMPUTER TECHNICIAN (on contract)**, for one year (renewable) at the Mahatma Gandhi Institute.

**QUALIFICATION:**           A.     A Diploma in Information Technology from a recognised institution.

**OR**

Equivalent qualifications acceptable to the MGI & RTI Council; and

- B.**     Candidates should:
- (i)     possess good organising, interpersonal and communication skills; and
  - (ii)    have the ability to work under pressure and in a multi-disciplinary team.

### **CONDITIONS OF SERVICE:**

The offer of contractual employment will be subject to the laws and regulations governing the Mahatma Gandhi Institute whose Council reserves the right to amend from time to time as appropriate and to the conditions of service as per recommendations made in the PRB Report.

**SALARY:**                   **Negotiable in the range of Rs 21850 to Rs 47675.**

Travelling will be refunded as per regulations in force.

**GRATUITY:**           **Two months' salary on completion of twelve (12) months' continuous satisfactory service.**

## **DUTIES:**

1. To be responsible to the IT Administrator for:
  - (i) maintaining, repairing and administering the ICT equipment, including all related peripherals;
  - (ii) ensuring the proper maintenance and repairs of ICT equipment;
  - (iii) providing general technical guidance and support to end-users;
  - (iv) devising appropriate systems of security in relation to hardware and software;
  - (v) preparing specifications and advising on the purchase of ICT equipment and spare parts for ICT equipment;
  - (vi) maintaining and repairing all ICT related teaching aids;
  - (vii) to liaise with suppliers for repairs and/or maintenance of ICT equipment; and
  - (viii) troubleshooting network problems.
2. 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.

## **NOTE:**

Computer Technician will be required to work outside normal working hours, as and when required.

## **MODE OF APPLICATION:**

Applications should be made on the prescribed forms and returned, duly filled in, together with photocopies of birth certificate, marriage certificate (where applicable), valid certificate of character, educational certificates and evidence of experience claimed, so as to reach the Officer-in-Charge, Mahatma Gandhi Institute/Rabindranath Tagore Institute, Moka (80808), ***not later than 3.30 p.m. on Monday 27 October 2025.***

Application forms are available at the Reception Counters of the Mahatma Gandhi Institute, Moka and Rabindranath Tagore Institute, Ilot, Pamplemousses. The form can also be downloaded from the MGI website: **<http://www.mgirti.ac.mu>**.

**Applicants should produce written evidence of equivalence of qualifications, and of knowledge and experience claimed.**

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

**Incomplete and/or inaccurate application forms or application not made on the prescribed forms will not be considered.**

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

**Please note that applicants who do not possess a Certificate of Character will be required to produce the receipt for their application for same as evidence.**

**The Mahatma Gandhi Institute reserves the right:**

- (i) to call only the best qualified candidates for interview; and**
- (ii) not to fill the vacancy as a result of this advertisement.**

**Date : 07 October 2025**

**Tel No. 403 2000  
Moka**

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*30.09.2025*