

MAHATMA GANDHI INSTITUTE

TEMPORARY EMPLOYMENT

Applications are invited from suitably qualified candidates who wish to be considered for the following posts on a **temporary basis** at the Mahatma Gandhi Institute:

1. ACCOUNTS CLERK

2. WORD PROCESSING OPERATOR (GENERAL PURPOSE)

1. ACCOUNTS CLERK

QUALIFICATIONS:

- A.
- (a) Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least five subjects including English Language, French, Mathematics or Principles of Accounts obtained at not more than two sittings at the GCE 'O' 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) An equivalent qualification acceptable to the MGI & RTI Council.

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Either

- (i) A pass at Principal Level in Accounting at the Cambridge Higher School Certificate and at least two years' experience in finance/audit duties.

Or

- (ii) A pass in Accounting at Third Level of the London Chamber of Commerce and Industry and at least two years experience in finance/audit duties.

Or

- (iii) A Certificate in Book Keeping (Level 2) formerly Intermediate Stage from the London Chamber of Commerce and Industry with at least four years' experience in finance/audit duties.

A Certificate in Spreadsheet or knowledge of Computer Operation and standard software packages would be desirable.

Candidates should produce written evidence of experience claimed.

SALARY: Rs27352/- monthly plus salary compensations at the approved Rates (PRB 2026).

DUTIES:

1. To assist the Accounts Officer and Senior Accounts Officer in their duties.
2. To prepare papers relating to salaries and wages, passage benefits, vouchers for other charges, and other claims and receipts.
3. To write up cheques and to supervise the issuing and despatch of cheques.
4. To deal with petty cash and maintain petty cash book.
5. To deal with overseas orders.
6. To collect money and attend to banking transactions.
7. To maintain and update Debtors' Ledger, Creditors' Ledger and Vote Control Book.
8. To maintain and update the Plant Register.
9. To check overtime forms.
10. To deal with bookings for transport and control maintenance of vehicles.
11. To process applications for car loans.
12. To prepare monthly Bank Reconciliation Statements.

13. To update cash books and all other accounting records.
14. To work on Computerised Accounting and Payroll Software.
15. To assist in preparation of monthly analysis of expenditure and revenue (actual and forecast).
16. To carry out or assist in stock verification.
17. To assist in the preparation of Final Accounts, financial statements etc.
18. 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.

2. WORD PROCESSING OPERATOR (GENERAL PURPOSE)

QUALIFICATIONS:

- A. A Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or passes in at least five subjects with at least Grade C in English Language and French obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the MGI & RTI Council.

NOTE

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A certificate in typewriting at a speed of at least 25 words a minute from a recognized institution.
- C. A Certificate in Word/Data Processing from a recognized institution.

NOTE

Candidates not possessing qualification at C above will also be considered provided they can show proof of being able to operate a computer and use word processing and data processing packages.

DUTIES :

1. To type and collate official documents.
2. To perform simple clerical duties, as and when required, to ensure speedy handling of correspondence, although clerical work does not form part of the normal duties of a Word Processing Operator.
3. To perform word processing and simple computer/data processing work and to operate telefax and e-mail services.
4. To replace Confidential Secretaries as and when required.
5. 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.

SALARY: Rs23617/- monthly plus salary compensations at the approved Rates (PRB 2026).

AGE LIMIT:

Candidates, unless employed in the Government Service or in Parastatal Organisations, should not have reached their 45th birthday by the closing date for the submission of applications.

MODE OF APPLICATION

Application forms for the post 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 website of the MGI at the following address:

<http://www.mgirti.ac.mu>.

Applications should be made on the **prescribed form** and returned, duly filled in, along with copies of the Birth, Marriage (where applicable), Academic and Professional Certificates and a valid Certificate of Character so as to reach the Director-General, Mahatma Gandhi Institute/Rabindranath Tagore Institute, Moka (80808), ***not later than 3.30 p.m. on Monday 07 September 2026.***

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 qualifications (if applicable) from the competent authorities rests solely upon the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence 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 convene only the best qualified candidates for interview; and**
- (ii) not to fill the vacancy as a result of this advertisement.**

Date : 18 August 2026

Tel No. 403 2000
Moka

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11.08.2026