

# MAURITIUS TELUGU CULTURAL CENTRE TRUST

## Notice of Vacancy

Applications are invited from suitably qualified candidates who wish to be considered for appointment as **Driver / Office Attendant** at the Mauritius Telugu Cultural Centre Trust, a parastatal body falling under the aegis of the Ministry of Arts and Cultural Heritage.

### **II Qualifications**

By selection from among candidates who:

- (i) possess the Certificate of Primary Education or the Primary School Achievement Certificate;
- (ii) possess a valid driving licence (manual gear) to drive cars and vans or 15-seater minibuses or lorries up to five tons;
- (iii) have a basic knowledge of mechanics and simple vehicle maintenance; and
- (iv) have a good eyesight.

**Note 1:** In the absence of candidates possessing the qualifications at (i) above, consideration will be given to candidates who show proof of being literate.

**Note 2:** Selected candidate will be required to undergo a medical test to assess their eyesight and physical fitness.

Knowledge in Telugu is beneficial. Candidates should produce written evidence of any experience/ knowledge claimed.

Driver/Office Attendant will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

### **III Age limit**

Candidates, unless already in the service, should not have reached their 48<sup>th</sup> birthday by the closing date for the submission of applications.

The permanent and pensionable post carries salary in scale Rs12,750 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200

#### **IV Mode of Application**

Interested candidates should submit their application on the **prescribed form** which may be obtained either at the seat of the Mauritius Telugu Cultural Centre Trust, Level 3, Orchid Tower, Sir William Newton Street, Port Louis or on the website of the Mauritius Telugu Cultural Centre Trust at [www.mtelugucct.com](http://www.mtelugucct.com), from Monday to Friday from 9.00 to 15.30 hrs.

#### **Note 3:**

1. Details of the duties of the post are available on the website of the Mauritius Telugu Cultural Centre Trust
2. Applications should be submitted together with photocopies of certificates, driving licence and any experience claimed together with a copy of the National Identity Card.
3. Candidates should submit their application with copies of relevant documents in an envelope marked Driver/Office Attendant on the top left hand corner and should be addressed to the Chairperson, Mauritius Telugu Cultural Centre Trust, Level 3, Orchid Tower, Sir William Newton Street, Port Louis.
4. Applications not made on the prescribed form will not be considered.
5. **Mauritius Telugu Cultural Centre Trust** reserves the right:
  - (a) to convene only the best qualified candidates; and
  - (b) not to make any appointment following this advertisement.

**V Closing Date** : Applications should reach the Chairperson, Mauritius Telugu Cultural Centre Trust not later than 3.00 pm local time on Monday 20 November 2023

Applications received after the specified closing date will **not** be considered.

**Date: 30 October 2023**

**Mauritius Telugu Cultural Centre Trust  
Level 3, Orchid Tower,  
Sir William Newton Street,  
Port Louis.**