

SCHEME OF SERVICE

Organisation

National Women Entrepreneur Council

Post:

Clerk/Word Processing Operator

Salary:

: Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375
– 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Qualifications:

- A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education 'Ordinary Level' or an equivalent qualification acceptable to the Board.

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 or an equivalent qualification acceptable to the Council.

- B. A certificate in typewriting at a speed of at least 30 words a minute from a recognised institution.
- C. A certificate in Word/Data Processing from a recognised institution.

Duties:

1. To perform duties of a clerical nature such as:-
 - (i) the preparation, scrutiny and processing of straightforward documents, records, etc;
 - (ii) registry work;
 - (iii) simple finance, establishment and stores work under supervision;



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- (iv) drafting replies to simple correspondence; and
 - (v) to carry out simple research work in connection with official documents.
2. To type and collate letters/documents.
 3. To perform word processing/telex duties and simple computer/data processing work.
 4. To perform such cognate duties as may be assigned.

Certified correct

Rhuel

For Permanent Secretary
Ministry of Civil Service Affairs & A.R

12 October 2000

