POST: CLERK/WORD PROCESSING OPERATOR (PSS)

QUALIFICATIONS:  
(1) Cambridge School Certificate or an alternative acceptable qualification.  

(2) A minimum typing speed of 30 w.p.m.  

SALARY : Rs 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 X 775 – 30,175  

DUTIES :  
1) To do typing work.  
2) To perform clerical duties.  
3) To perform routine registry work and simple correspondence.  
4) To attend to enquiries.  
5) To perform such other duties related to the main duties listed above or related to the delivery of the Output and results expected from the Clerk/Word Processing Operator in the roles ascribed to him/her.  

31st May 2018