

PRIVATE SECONDARY EDUCATION AUTHORITY

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