

PRIVATE SECONDARY EDUCATION AUTHORITY

POST : GENERAL ATTENDANT (PSS)

- QUALIFICATIONS** :
- 1) As a minimum the Certificate of Primary Education (formerly the Primary School Leaving Certificate)
 - 2) Evidence of having sat for the Cambridge School Certificate Examination

SALARY : Rs 12,750 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 x 775 – 23,975

DUTIES : **EITHER**

- 1) To provide assistance to pupils and teachers in Laboratory Specialist Rooms, and Workshops etc.
- 2) To clean laboratories, workshops, specialist rooms, furniture, floors, laboratory apparatuses and specialist equipment etc.
- 3) To assemble apparatuses and to prepare, clean and keep in readiness for use all the equipment/tools of an office/ laboratory/workshop/ specialist rooms.
- 4) To prepare simple chemical solutions and mixtures
- 5) To collect specimen

OR

- 1) To run errands
- 2) To answer telephone calls as and when required
- 3) To operate duplicating and cyclostyling machines

AND 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 General Attendant in the roles ascribed to him/her.

