

**PRIVATE SECONDARY EDUCATION AUTHORITY**

**SCHEME OF SERVICE**

**Post:** **WORD PROCESSING OPERATOR**

**Salary :** Rs13790 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375  
- 19575 x 475 - 21950 x 625 - 23200 x 775 - 29400

**Qualifications:** A. A Cambridge School Certificate with Credit in English Language and French obtained on one certificate or Passes obtained on one certificate at the General Certificate of Education 'Ordinary Level' in at least five subjects with at least Grade C in English Language and French 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.

B. A certificate in typewriting at a speed of at least 40 words a minute from a recognized institution.

C. A certificate in Word/ Data Processing from a recognized institution.

**Duties:**

1. To type and collate official documents.
2. To perform simple clerical duties, as and when required, to ensure speedy handling of correspondence, although clerical work does not form part of the normal duties of a Word Processing Operator.
3. To perform word processing and simple computer/ data processing work, and to operate telefax and e-mail services.
4. To replace Confidential Secretaries, as and when required.
5. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Word Processing Operators in the roles ascribed to them.