

PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

POST : **OFFICE ATTENDANT**

SALARY : Rs11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 –
19575 x 475 – 20050

QUALIFICATIONS:

A. Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at Least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board.

B. Candidates should: -

(i) possess qualities such as reliability and trustworthiness;

(ii) have a positive attitude towards work and are able to get on well with people; and

(iii) have the ability to communicate in English and French.

DUTIES:

1. To collect keys and deposit same as arranged.
2. To open and close offices.
3. To run official errands, including the dispatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To usher in / guide visitors to the schedule officers and maintain a record of such visits, if so required.
5. To clean office premises and maintain the physical environment at a good standard.
6. To operate a telephone switchboard / PABX console, as and when required.
7. To operate simple office equipment such as duplicating, photocopying and fax machines.
8. To respond to calls.
9. To be in attendance at the reception counter of the Authority, as and when required.
10. To ensure that all switches / lights are turned off before leaving office every afternoon.
11. To perform simple binding duties.
12. To assist in the arrangement of furniture and equipment within office premises.
13. To help in all indoor and outdoor activities of the Authority.
14. 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 Office Attendant in the roles ascribed to them.