

PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

POST : CLERICAL OFFICER / HIGHER CLERICAL OFFICER

SALARY : Rs 25745 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 45930

QUALIFICATIONS: 1. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings

or

(b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained **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

(c) 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 General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

2. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board.

3. Good communication and interpersonal skills and good working attitude.

Possession of computer skills is desirable.

Note:

Qualification at 1 above should have been obtained prior to qualification at 2 above.

DUTIES:

1. To perform duties of a clerical nature such as:
 - (a) The preparation, scrutiny and processing of straightforward documents, records, etc;
 - (b) The preparation of simple documents subject to check;
 - (c) Arithmetical work;
 - (d) Registry work;
 - (e) Simple finance, establishment and stores work under supervision;
 - (f) The drafting of replies to simple correspondence; and
 - (g) Simple data entry and updating of information in a computer system, as and when required.
2. To control a small sub-section of the Authority.
3. To carry out pay and cashier duties, as and when required.
4. To perform microfilming
5. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc.
6. To use information and Communication Technology (ICT) in the performance of his duties, as and when required.
7. To guide members of the public as and when required.
8. To carry out simple research in connection with official documents.
9. To keep records regarding documents, books, magazines, etc. of the Authority and to assist users by providing relevant information, whenever required.
10. 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 Clerical Officer / Higher Clerical Officer in the roles ascribed to him.