

Organisation : Special Education Needs Authority

Post B : Clerk/Word Processing Operator

Salary:

Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825 (SENA 2A)

Qualifications:

- A. 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 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.

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. The Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
- C. A Certificate in typewriting with a speed of at least 25 words a minute from a recognized institution.
- D. A Certificate in Word Processing or Data Processing from a recognized institution.

OR

Equivalent qualifications to A, B, C and D above acceptable to the Board.

E. Candidates should –

- (i) be fluent in English and French;
- (ii) possess interpersonal and communication skills;
- (iii) have a good working attitude; and
- (iv) be computer literate

Qualification at A should have been obtained prior to Qualification at B above.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To perform duties of a clerical nature such as –
 - (i) the preparation, scrutiny and processing of documents/cases and records;
 - (ii) the preparation of simple documents subject to check;
 - (iii) registry work;
 - (iv) simple finance, establishment and stores work under supervision; and
 - (v) the drafting of replies to simple correspondence.
2. To maintain files, forms, reports and other materials for mailing and operate e-mail services.
3. To keep records regarding documents, books, magazines of the Special Education Needs Authority and assist users by providing relevant information, whenever required.
4. To perform word processing and computer/data processing work and collate general office correspondence /documents/ reports and other materials.
5. To operate modern office equipment such as telefax machine and electronic photocopying machine.
6. To replace Confidential Secretaries, as and when required.
7. To use ICT in the performance of his duties.
8. 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 Clerk/Word Processing Operator in the roles ascribed to him.