RAJIV GANDHI SCIENCE CENTRE TRUST FUND

SCHEME OF SERVICE

Post: Clerk/Word Processing Operator

Salary: Rs 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 – 30,175 (RGSC 12)

Qualifications: A (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

(b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at no 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 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 the “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 25 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 duties of a clerical nature such as:

   (i) the preparation of simple documents subject to check;
   (ii) arithmetical work;
   (iii) registry work;
   (iv) simple finance, establishment and stores work under supervision;
   (v) drafting replies to simple correspondence; and
   (vi) carrying out simple research work in connection with official documents.
3. To ensure the speedy handling of correspondence.
4. To perform word processing and simple computer/data processing work and to operate telefax and e-mail services.
5. To replace Confidential Secretaries as and when required.
6. To perform other duties directly related to the main duties above or related to the delivery of the output and results expected from Clerk/Word Processing Operators in the roles ascribed to them according to their posting.

Approved at RGSCTF Board Meeting
Dated 04 May 2016

Dr. A. K. Maulloo
Director