

SCHEDULE OF DUTIES

Organisation: Rajiv Gandhi Science Centre Trust Fund

Post: Clerk/Word Processing Operator

Salary: Rs 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825 (RGSC 13)

Qualifications:

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. A 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 keyboarding or typewriting with a speed of at least 25 words a minute from a recognised institution.
- D. A Certificate in Word Processing or Data processing from a recognised institution.

OR

Equivalent qualifications to A, B, C and D acceptable to the Board of the Rajiv Gandhi Science Centre Trust Fund.



E. Candidates should –

- (i) possess interpersonal and communication skills;
- (ii) have organising skills and ability to work in teams; and
- (iii) be computer literate.

Qualification at A above should have been obtained prior to qualification B above. Candidates should produce written evidence of knowledge claimed.

NOTE 1

Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the Board of the Rajiv Gandhi Science Centre Trust Fund.

NOTE 2

Candidates not possessing qualification at D above will also be considered provided they can show proof of being able to operate a computer and use word processing and data processing packages. They will be required to undergo a test as arranged by the Board of the Rajiv Gandhi Science Centre Trust Fund.

Duties:

1. To type and collate official documents.
2. To perform duties of a clerical nature such as –
 - (i) the preparation, scrutiny and processing of straight forward documents, records and data entry;
 - (ii) arithmetical work;
 - (iii) registry work;
 - (iv) simple finance, establishment and procurement and supply 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 the Clerk/Word Processing Operator in the roles ascribed to him.

