



TOURISM EMPLOYEES WELFARE FUND

SCHEME OF SERVICE

Organisation: Tourism Employees Welfare Fund

Post : Clerical / Word Processing Operator

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:

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 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 Fund.

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" **or** an equivalent qualification acceptable to the Board.

- C. A certificate in typewriting at a speed of at least 25 words a minute from a recognized institution or an equivalent qualification acceptable to the Board.
- D. A certificate in Word Processing or Data Processing from a recognised institution or an equivalent qualification acceptable to the Board.

NOTE 1

Candidates not possessing qualification at C above will also be considered provided they can type efficiently at a speed of at least 30 words a minute.

NOTE 2

Candidates not possessing qualification at D above will also be considered provided they can show proof of being able to operate and use word processing and data processing packages.

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; and
 - (f) The drafting of replies to simple correspondence.
- 2. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc.
- 3. To deal with members of the public, as and when required.
- 4. To operate the switchboard (PABX) as and when required.
- 5. To perform word processing and simple computer / data processing work.
- 6. To type and collate official documents.
- 7. To perform such cognate duties as may be assigned.