



Particulars for the post of Administrative Assistant

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 Diploma in Business Administration or Management or a related field from a recognized institution.

OR

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

- D. Candidates should also –
- (i) reckon two years' post qualification experience in administrative duties;
 - (ii) be computer literate;
 - (iii) have good communication and interpersonal skills; and
 - (iv) be able to work in a team.

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

Candidates should produce written evidence of knowledge/experience claimed.

Salary: Rs 14,200 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000

Age Limit: *Candidates unless already in the public service should not have reached their 35th birthday by the closing date for the submission of application.*