

National Library

Scheme of Service

Post: Confidential Secretary

Salary: Rs10,300 x 300 – 10,600 x 400 – 15,000 x 500 –
17,000 x 600 – 17,600 (NL 10)

Qualifications: A. A Cambridge School Certificate with credit in English Language and French obtained on one certificate or a General Certificate of Education “Ordinary Level” with passes in at least five subjects with at least grade ‘C’ in English Language and French obtained on one certificate 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 “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 with a speed of at least 30 words per minute.

C. A certificate in word processing from a recognised institution.

Possession of a certificate in English Shorthand at a speed of 90 words a minute will be an advantage.

D. Ability to deal with members of the public.

E. A pleasant personality.

Duties :

1. To perform general secretarial duties including the keeping of a diary, taking of notes, typing, classification and retrieval of records and documents.

2. To arrange appointments, receive visitors and deal with enquiries.
3. To make and receive telephone calls.
4. To operate telefax and E-mail Services, photocopying machines and other office equipment.
5. To handle confidential files and deal with routine correspondence.
6. To perform such cognate duties as may be assigned.