

National Library

Scheme of Service

Post: Clerk/Word Processing Operator

Salary: Rs7,025 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 13,400 (NL 6)

Qualifications: A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics/Principles of Accounts obtained on one certificate or a General Certificate of Education ‘Ordinary Level’ with passes not below grade C in at least five subjects including English Language, French and Mathematics/Principles of Accounts 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 from a recognised institution with a speed of at least 30 words per minute.
- C. A certificate in word processing from a recognised institution.

Duties:

1. To perform duties of a clerical nature such as:
 - (a) The preparation, scrutiny and processing of straight forward documents, records, etc;
 - (b) Registry work;
 - (c) Simple finance, establishment and stores work under supervision;
 - (d) Drafting replies to simple correspondence; and

2.

(e) To carry out simple research work in connection with official documents.

2. To type and collate letters / documents.
3. To perform word processing / telex duties and simple computer / data processing work.
4. To replace Confidential Secretaries as and when required.
5. To perform such cognate duties as may be assigned.