

## **Construction Industry Development Board**

### **Scheme of Service**

**Post:** Word Processing Operator / Receptionist

- Qualifications:**
- A(a) Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or
  - (b) Passes not below Grade C in English Language and French 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 certificate in typewriting at a speed of at least 25 words a minute from a recognized institution.
- C. A certificate in Word Processing or Data Processing from a recognized institution.

#### **OR**

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

- D. Candidates should also possess –
  - (i) a pleasant personality and a neat appearance; and
  - (ii) good communication and interpersonal skills.

#### **NOTE 1**

Candidates not possessing qualification at B above will also be considered provided they can type efficiently at a speed of at least 25 words a minute.

**NOTE 2**

Candidates not possessing qualification at C 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.

Candidates should produce written evidence of knowledge claimed.

**Salary:**

Rs 13,790 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 29,400

**Duties:**

1. To type and collate documents.
2. To perform simple clerical/secretarial duties, as and when required.
3. To perform word processing and simple computer/data processing work and to operate telefax and email services.
4. To operate the reception desk of the Board and the telephone switchboard (PABX).
5. To maintain a register of all visitors.
6. To assist visitors by providing information to them to facilitate their contact with officers of the Board.
7. To control access to offices of the Board.
8. To take message from outside callers and transmit same to officers concerned.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Word Processing Operator/Receptionist in the roles ascribed to him.