

Scheme of Service	
<b>Organization</b>	Employees Welfare Fund
<b>Post</b>	Receptionist/Telephone Operator
<b>Salary</b>	Rs 10925 x 250 - Rs 13675 x 300 - Rs 15475 x 350 - Rs 17225 x 450 - Rs 19475 x 600 - Rs 20675 x 750 - Rs 22925 <i>* Refer to Note 2 below</i>
<b>Effective Date</b>	18 July 2006
<b>Qualifications</b>	<p><b>A.</b> (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 or            (c) An equivalent qualification acceptable to the Board.</p> <p><b>Note</b>            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.</p> <p><b>B.</b> A pleasant personality and a neat appearance</p> <p><b>C.</b> Fluency in English and French.</p>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. To operate the reception of the Employees Welfare Fund</li> <li>2. To maintain a register of all visitors</li> <li>3. To assist visitors by providing information to them to facilitate their contact with officers of the Employees Welfare Fund</li> <li>4. To control access to officers of the Employees Welfare Fund</li> <li>5. To take messages from outside callers and transmit same to officers concerned</li> <li>6. To operate the telephone switchboard (PABX)</li> </ol> <p>To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from Receptionist/Telephone Operator in the roles ascribed to him/her.</p>
<b>Reporting line</b>	The Receptionist/Telephone Operator should report to the Administrative Manager
<b>Note</b>	<ol style="list-style-type: none"> <li>1. The Receptionist/Telephone may be required to work outside normal working hours.</li> <li>2. New salary scale (PRB 2026) will be applicable as from January 2026 as per guidelines and directives issued by the concerned Ministry.  <b>(PRB 2026):</b> Rs 23945 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 - 40110</li> </ol>