

Scheme of Service – Clerical Officer/Higher Clerical Officer	
Organization	Employees' Welfare Fund
Post	Clerical Officer/Higher Clerical Officer
Salary	Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825
Qualifications	<p>1. <b>A.</b> Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle 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 Principle of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" or 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 Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "A" Level or an equivalent qualification acceptable to the Board.</p> <p>2. Should be computer literate.</p>
	<p>1. To perform duties of a clerical nature such as:  (a) the preparation, scrutiny and processing of straightforward documents, records, etc;  (b) the preparation of simple documents subject to check;  (c) arithmetical work;  (d) registry work;  (e) simple finance, establishment and stores work under supervision;  (f) The drafting of replies to simple correspondence.</p> <p>2. To perform simple computer/data processing work.</p> <p>3. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc.</p> <p>4. To deal with members of the public as and when required.</p> <p>5. To carry out simple research work in connection with official documents.</p> <p>6. To keep records regarding documents, books, magazines, etc. of the Fund and to assist users by providing relevant information whenever required.</p> <p>7. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from Clerical Officer in the roles ascribed to him/her.</p>
Reporting Line	The Clerical Officer should report to his/her immediate supervisor
Note	The Clerical Officer may be required to work outside normal working hours.

