<table>
<tr><th colspan="2">Scheme of Service</th></tr>
<tr><td>Organisation</td><td>Employees' Welfare Fund (EWF)</td></tr>
<tr><td>Post</td><td>Finance and Loan Officer</td></tr>
<tr><td>Effective Date</td><td>27-Jun-24</td></tr>
<tr><td>Salary</td><td>EWF 8 : Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 PRB 2026</td></tr>
<tr><td>Qualifications</td><td>
A. By selection among officers in the grades of Clerical Officer/ Higher Clerical at the Employees' Welfare Fund who reckons at least four years' service in a substantive capacity in the grade.

<u>NOTE</u>
In the absence of candidates possessing the qualifications at A above, consideration will be given to candidates possessing:
(i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings <u>or</u>

(ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts 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.

<u>NOTE 1:</u>

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;

(iii) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" with Accounting at Principal Level.

(iv) Candidates should reckon at least 4 (four) years' experience in Administration and Finance.
<u>OR</u>
Equivalent qualifications to (i), (ii) and (iii) under NOTE above acceptable to the Board.

B. Candidates should –
(i) possess good interpersonal and communication skills;
(ii) have a positive attitude towards work, be customer oriented and have the ability to work in teams;
(iii) have a general knowledge of national and international issues; and
(iv) be computer literate.
</td></tr>
</table>

	Candidates should produce written evidence of experience and knowledge claimed.
Duties	1. To be responsible to the Chief Finance and Loan Officer for the technical aspects of their duties. 2. To inform customers on different types of loans, options and services EWF provides. 3. To carry out proper analysis and evaluation of the applicants' financial status to determine the feasibility of granting a loan. 4. To input applicants' details for loan on the Loan System for processing and review loan agreements. 5. To keep abreast of new types of loan and other financial services and products in order to meet customers' needs. 6. To attend customers's requests, handle complaints and take appropriate action thereon. 7. To issue certificates in respect of interest paid during financial year to beneficiaries for Income Tax purposes and certificate of outstanding balance to loans upon request. 8. To receive, sort and process mail and to prepare materials for mailing. 9. To photocopy reports and other documents and operate standard office equipment such as telefax machine. 10. To carry out word processing and data entry and to update information in loan and accounting system. 11. To operate e-mail services, as and when required. 12. To assist in the financial and loan administrative duties in the section/unit and to provide general support to operational services. 13. To draft replies to simple correspondence 14. To carry out pay and cashier duties, as and when required. 15. To effect simple research on matters pertaining to the section/unit, as and when required. 16. To assist in duties relating to committees, organization of official functions, training programmes and other activities. 17. To use ICT in the performance of his/her duties. 18. 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 Finance and Loan Officer in the roles ascribed to him/her.
Note 2	The Finance and Loan Officer may be required to work outside normal working hours.
Note 3	In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT System.

However, for the year 2026, you will draw the corresponding discounted salary of Rs26,688.00 as specified at Row 3 of the Consolidated Master Conversion Table the Annex to the Ministry of Public Service and Administrative Reforms Circular Letter No.3 of 2026.