Ministry: Environment
Post: Resource Centre Attendant
Salary: Rs 4,110 x 105 – 4,215 x 110 – 4,875 x 125 – 5,375 x 150 – 6,125 (WM 9)
Effective Date: 26 June 2003
Qualifications: By selection from among employees on the permanent and pensionable establishment of the Ministry possessing the Certificate of Primary Education.

Note
For the first intake, consideration will be given to employees serving in the Ministry and who have been performing the duties of the post for a period of at least two years.

Duties:
1. To open and close the Resource Centre.
2. To maintain, clean and dust the rooms, including window panes, furniture and materials of the Resource Centre.
3. To run errands and answer telephone calls.
4. To keep watch over the Resource Centre during opening hours.
5. To assist in sorting and arranging materials pertaining to the Resource Centre for shelving and assist in stock-taking and write-off, whenever required.
6. To prepare stationery, book jackets and process all relevant materials for shelving including doing minor book repairs.
7. To perform such cognate duties as may be assigned.