

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Health and Quality of Life
- Post:** Clerk/Word Processing Operator (Ex-NATReSA)
- Salary:** Rs 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 – 30,175 (08 027 060) (Personal)
- Effective Date:** 01 November 2018
- Qualifications:** By appointment of Clerk/Word Processing Operators on the establishment of the former National Agency for the Treatment and Rehabilitation of Substance Abusers (NATReSA) who have been redeployed to the Ministry of Health and Quality of Life.
- Duties:**
1. To perform clerical and word processing duties including, *inter alia* –
 - (i) the preparation, scrutiny and processing of documents, records and data entry; and
 - (ii) registry work, simple finance, human resource and procurement and supply duties, under supervision.
 2. To type and collate official documents.
 3. To maintain files, correspondence, forms, reports and other materials.
 4. To receive, sort and process mail and to prepare materials for mailing.
 5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
 6. To carry out word processing and data entry and to update information in a computer system.
 7. To assist in administrative duties within the division/section/unit and to provide general support to operational services.
 8. To draft replies to simple correspondence.
 9. To operate e-mail services, as and when required.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

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10. To keep records regarding documents, books and magazines of the Ministry/Department and to assist users by providing relevant information, whenever required.
11. 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 Clerk/Word Processing Operator (Ex-NATReSA) in the roles ascribed to him.

Note

Clerk/Word Processing Operators (Ex-NATReSA) who have been granted incremental credit for shorthand proficiency may be called upon to take down shorthand notes and to transcribe them, as and when required.



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N. Auchoybur (Mrs)
for Secretary for Public Service

01 November 2018

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