

## **OUTER ISLANDS DEVELOPMENT CORPORATION**

### **SCHEME OF SERVICE**

**Organisation** : Outer Islands Development Corporation

**Post** : Clerk/ Word Processing Operator.

**Salary** : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325  
21475 x 375-22225 x 400 – 23425x 525 -26050 x 675 – 27400 x 825 – 34825 (OIC 18)

**Qualifications** : A. Cambridge School Certificate with Credit in English Language and French obtained on one certificate or passes obtained on one certificate at the General Certificate Education 'Ordinary Level' in the least subject five subject with at least Grade C In English Language and French or equivalent qualification acceptable to the board.

Note: candidate not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in the least two subjects at Principal Level and one subsidiary level as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examination

B. A certificate in typewriting at a speed of at least 40 words a minute from a recognized institution. A certificate in Word/ Data Processing from a recognized institution.

Candidates should produce written evidence of experience/ knowledge claimed.

**Duties** : To perform duties of a clerical nature such as: -

- (i) The preparation, scrutiny, processing and the speedy handling of straightforward document, record, filing etc.
- (ii) Registry work.
- (iii) Finance, Human Resource and Procurement work under supervision.
- (iv) The drafting of replies to simple correspondence.
- (v) Data entry and updating of information in a computer system, as and when required.

- 1.To carry out research work in connection with the official documents.
- 2.To perform word processing and simple computer/data processing work and to operate telefax and email services.
- 3.To replace the Confidential Secretaries as and when required.
- 4.To act as Secretary in committees as and when required.
- 5.To type and collate document from written drafts and recordings.
- 6.To perform such other duties directly related to the main duties listed above or related to the delivery of the output and the results expected from Clerk/ Word Processing Operator in the roles ascribed to him/her.