



SCHEME OF SERVICE

- Organisation:** Mauritius Marathi Cultural Centre Trust
- Post:** Clerk/Word Processing Operator
- Salary:** Rs. 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21, 475 x 375 – 22, 225 x 400 – 23,425 x 525 – 26050 x 675 – 27,400 x 825 - 34825 (MMCCT 2)
- Effective Date:** Monday 02 October 2017
- Qualifications:**
- A. The Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board.
 - B. A certificate in Word Processing or Data Processing from a recognised institution.
 - C. A certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognised institution.

Note 1:

Candidates not possessing qualification at B above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test arranged by the Board.

Note 2:

Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the Board.

D. Candidates should –

- (i) Have studied Marathi Language up to Secondary School Level; and
- (ii) Possess typing knowledge in Marathi

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To perform duties of clerical nature such as:
 - a) the preparation, scrutiny and processing of straight forward documents, records, etc;
 - b) registry work;
 - c) establishment and stores work under supervision;
 - d) drafting replies to simple correspondence;
 - e) carry out simple research work in connection with official documents.
2. To take down dictation.
3. To perform word processing and simple computer/data processing work.
4. To operate telefax, E-mail services, photocopying machines and other electronic communication equipment.
5. To attend to telephone calls.
6. To welcome visitors and attend to queries.
7. 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 in the roles ascribed to him.