

PROPOSED SCHEME OF SERVICE

Organisation: Université des Mascareignes
Post: Clerical Officer/Higher Clerical Officer
Salary:

Rs 12,425 -	0 - 13,675 x 300 -	5,475 x 350 -	12,225 x 400 -	19,475 x 600 -
20,675 x 75	17,425			

- Qualifications:**
- A. (i) 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 or
- (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.

Note

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.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

Equivalent qualifications to A and B above acceptable to the Board.

- C. Candidates should -
- (i) possess good communication skills;
 - (ii) have a good working attitude;
 - (ii) have a general knowledge of national and international issues; and
 - (iv) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.



NOTE

For the first intake, by appointment of Clerical Officer /Higher Clerical Officer on the permanent and pensionable establishment of the former Institut Supérieur de Technologie or of the former Swami Dayanand Institute of Management in line with Section 38(4) of the Université des Mascareignes Act 2012.

Duties

1. To prepare, scrutinise and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies.
3. To maintain files, 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 machines, such as telefax machine.
6. To carry out word processing and data entry and to update information in a computer system.
7. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
8. To assist in administrative duties within the division/section/unit and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services, as and when required.
11. To effect simple research on matters pertaining to the division/section/unit, as and when required.
12. To keep records regarding documents, books, magazines of the University and assist the users by providing relevant information, whenever required.
13. To assist in the duties relating to committees, organisation of official functions, training programmes and other activities.
14. To use ICT in the performance of his duties.
15. 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 Clerical Officer/Higher Clerical Officer in the roles ascribed to him.

