

SMALL FARMERS WELFARE FUND
VACANCY FOR THE POST OF CLERK/WORD PROCESSING OPERATOR

Applications are invited from qualified candidates for the post of Clerk/Word Processing Operator

Qualifications: A.(a) 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**

(b) 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 any six subjects including English Language with at least Grade C in any one subject.

B. A certificate in typewriting at a speed of at least 25 words a minute from a recognized institution.

C. A certificate in Word/Data Processing from a recognized institution.

OR

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

Note:

Consideration will also be given to candidates who do not possess the qualification at C above provided they can show proof of being able to operate a computer and use word processing and data processing packages.

Duties:

1. To perform duties of a clerical nature such as:
 - (i) the preparation, scrutiny and processing of straightforward documents, record, etc;
 - (ii) the preparation of simple documents subject to check;
 - (iii) arithmetical work;
 - (iv) registry work;

- (v) simple finance, establishment and stores work under supervision;
 - (vi) drafting replies to simple correspondence; and
 - (vii) to carry out simple research work in connection with official documents.
2. To perform word processing/telex duties and simple computer/data processing work.
 3. To carry out simple research work in connection with official documents.
 4. To replace Confidential Secretaries as and when required.
 5. To perform such cognate duties as may be assigned.

Salary Scale: Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Age Limit

Candidates, unless already in Service, should **not** have reached their 45th birthday by the closing date for submission of applications.

Mode of Application

Application giving full details of qualifications and experience supported by duly certified copies of certificates and other relevant details as well as **ONUS** of equivalence of qualifications where applicable, on the prescribed Application Form should be submitted to the Manager at the above address not later than **Thursday 26 October 2023 at 3.00 p.m.** The prescribed application form is available during office hours (weekdays only) at the Head Office of the Small Farmers Welfare Fund, 2nd Floor, MCIA (ex-FSC Building), St. Pierre, or on the website of the SFWF <http://sfwf.govmu.org>.

26 September 2023