

STATE TRADING CORPORATION

SCHEME OF SERVICE

- Post : Clerical Officer / Higher Clerical Officer
- Code : STC 11
- Salary : **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**
- Qualifications : A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principal 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 Principal 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
or
- (c) An equivalent qualification acceptable to the Board.

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 an equivalent qualification acceptable to the Board.
- C. Good communication and interpersonal skills and good working attitude.

Possession of computer skills is desired.

Note:

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

Candidates should produce written evidence of knowledge claimed.

- Duties :
- (1) To perform duties of a clerical nature such as:
 - (a) the preparation, scrutiny and processing of straightforward documents, records, etc;
 - (b) the preparation of simple documents subjects to check;
 - (c) arithmetical work;
 - (d) registry work;
 - (e) simple finance, establishment and stores work under supervision;
 - (f) the drafting of replies to simple correspondence; and
 - (g) simple data entry and updating of information in a computer system, as and when required.
 - (2) To control a small sub-section of the Corporation.
 - (3) To carry out pay duties, as and when required
 - (4) To perform simple Computer/Data Processing work and microfilming,
 - (5) To operate modern office equipment such as telefax machine, electronic photocopying machine, etc.
 - (6) To carry out simple research work in connection with official documents.
 - (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 Clerical/Higher Clerical Officer in the roles ascribed to him/her.