

Organisation: Sugar Insurance Fund Board

Post: Office Care Attendant

Salary:(PBR2021) Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 – 24475 (SIFB 2)

- Qualifications:**
- A. By selection from among candidates who possess the Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” 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 an equivalent qualification acceptable to the Board.
 - B. Candidates should also –
 - (a) possess qualities such as reliability and trustworthiness;
 - (b) have a positive attitude towards work and be able to get on well with people; and
 - (c) have the ability to communicate in English and French.

- Duties:**
- 1. To open and close offices.
 - 2. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
 - 3. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
 - 4. To clean premises and to maintain the physical environment at a good standard.
 - 5. To ensure that all switches/lights are turned off before leaving office every afternoon.
 - 6. To collect and deliver letters, books, office requisites, items of furniture from and to offices.
 - 7. To operate a telephone switchboard/PABX console, as and when required.
 - 8. To operate office equipment such as duplicating, photocopying and fax machines.
 - 9. To be in attendance at the reception counter as and when required.
 - 10. To assist in the arrangement of furniture and equipment within office premises.
 - 11. To perform simple binding duties.
 - 12. 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 Office Care Attendant in the roles ascribed to him.

