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Organisation

Tourism Authority

Post

Receptionist/Telephone Operator

Salary

Rs 15225 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 - 29875

Qualifications

- A. (a) Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or
- (b) Passes not below Grade (C) in English Language and French 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 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 pleasant personality.

C. Fluency in English and French

Duties

1. To operate a telephone switchboard (PABX)/reception counter.
2. To maintain a register of all visitors.
3. To assist visitors by providing information to facilitate their contact with officers of the Authority.
4. To control access to officers.
5. To take messages from outside callers and transmit same to officers concerned.

To perform such cognate duties as may be assigned.

Certified Correct

*Alvanor P.*  
For Acting Permanent Secretary  
Ministry of Tourism and Leisure



Date: 7 February 2005