



# BEACH AUTHORITY

**POST: Office Attendant**

**Note:**

Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950 (PRB 2021)

**Qualifications:**

- A. The Certificate of Primary Education
- B. Candidates should possess qualities such as reliability and trustworthiness.

**Duties:**

1. To open close and watch premises during business hours.
2. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files and documents.
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 operate a telephone switchboard PABX console as and when required.
6. To operate simple office equipment such as duplicating machines, photocopying machines etc.
7. To answer calls or bells.
8. To perform such cognate duties as may be assigned.

**Date: 19 February, 2025**

*Rm/lc*