

SCHEME OF SERVICE

Organisation: Land Drainage Authority

Post: Office Auxiliary/Senior Office Auxiliary (formerly Office Attendant)

Salary: Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 – 35280 (LDA 1).

Qualifications: A. By selection from among serving employees on the permanent and pensionable establishment of the Authority who possess a 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 Land Drainage Authority (LDA) Board.

NOTE

In the absence of qualified serving employees, by selection from among candidates who possess a 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 Land Drainage Authority (LDA) Board.

B. Candidates should-

- (i) be able to communicate in English and French;
- (ii) possess qualities such as reliability and trustworthiness;
- (iii) possess communication and interpersonal skills; and
- (iv) have the ability to work in a team.

Duties:

1. To collect keys and deposit same from/to Police Station/Police Post.
2. To open and close offices.
3. To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes.
4. To report to his immediate supervisor any problem or difficulty noted.
5. To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.

6. To clean premises and to maintain the physical environment at a good standard.
7. To ensure that all switches/lights are turned off before leaving the office.
8. To operate a telephone switchboard/PABX console and be in attendance at the reception counter of the Authority, as and when required.
9. To operate office equipment such as a duplicating, photocopying and fax machines.
10. To attend to calls.
11. To assist in the arrangement of furniture and equipment within office premises.
12. To perform simple binding duties.
13. To perform such other duties directly related to the main duties above or related to the delivery of the output and results expected from the Office Auxiliary/Senior Office Auxiliary (formerly Office Attendant) in the roles ascribed to him.



CERTIFIED CORRECT

A handwritten signature in blue ink, appearing to read "Alan".

**Director
Land Drainage Authority**

Date: 17 June 2026