

CENTRAL WATER AUTHORITY

JOB SPECIFICATION

POST	:	RECEPTIONIST / TELEPHONE OPERATOR
SALARY	:	Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 40110 (CWA- 14) (PRB 2026)
QUALIFICATIONS:		A. A Cambridge School Certificate or an equivalent qualification acceptable to the Central Water Board. B. Candidates should: (i) have good hearing and a pleasant voice; (ii) be able to express themselves clearly in English and French; and (iii) have a good and pleasant personality.
RESPONSIBLE TO:		Secretary or any other officer designated by the General Manager.
DUTIES	:	(i) To operate a telephone switchboard and a radiotelephone system; (ii) To take messages and other complaints and transmit accordingly; (iii) To act as receptionist including receiving and directing visitors to appropriate offices; (iv) To perform simple clerical duties when called upon; (v) To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

Approved by Central Water Board on 10th September 2008 – CWB (08)218