

Marking Scheme at the Interview

Post of Board Secretary

		Marks	Maximum Marks
01	Educational Qualifications Applicant should have passed G.C.E (O/L) in in one sitting (with four credit passes)	10	10
02	Experience Should have experience of more than 2 years as a secretary (Male/Female) (3 marks will be given for every year and maximum for 10 years considered. (Service period (experience) should be assured by a certificate)		30
03	English Language Proficiency A degree in English Language or Studied G.C.E. (O/L) in English Medium. Should have followed 06 months certificate course in English.	10 10	20
04	Computer Literacy Should have studied a six months course on Computer usage and should have ability to work with software: Microsoft Word, Excel, Windows XP, Internet Explorer, .etc.		20
05	Other Skills Good command of communication Leadership Personality	10 05 05	20
	Total		100