

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Department: National Archives

Post: Archivist

Salary: Rs 19,000 × 600 – 23,200 × 800 – 28,000 × 1,000 – 30,000 × 1,250 – 40,000 (05 44 67)

Effective Date: 9 December 2011

- Qualifications:** A. By selection from among officers in the Archives Officer Cadre who –
- (i) reckon at least five years' service in a substantive capacity in the Cadre ; and
 - (ii) possess a degree in the field of Archives from a recognised institution
- OR
- (a) possess a degree from a recognised institution; and
 - (b) possess a Certificate in Archival Science (Records Management, Care, Conservation and Reprography) from a recognised institution.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level";
- (ii) possess a degree in the field of Archives from a recognised institution; and
- (iii) are computer literate.

OR

Equivalent qualifications to A(ii) and, (i) and (ii) under "NOTE" above acceptable to the Public Service Commission.

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*for Senior Chief Executive
Ministry of Civil Service and
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Note 1

In the absence of candidates possessing qualification at (ii) under "NOTE" above, by selection from among candidates who possess a degree in English or French or History or Mauritian Studies or Heritage Studies from a recognised institution.

Note 2

Qualification at (i) under "NOTE" above should have been obtained prior to qualifications at (ii) under "NOTE" or at "Note 1" above. However, candidates who, as at 30 June 2003, did not possess the qualification at (i) under "NOTE" will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained 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 Public Service Commission; and
- (b) a Master's Degree or a postgraduate diploma from a recognised institution in the field of Archives or in any of the fields under "Note 1" above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under "Note 2" should have been obtained prior to qualifications at (ii) under "NOTE" or at "Note 1" above and at (b) under "Note 2".

Note 3

The selected candidate who does not possess a degree or a Master's Degree or a postgraduate diploma in the field of Archives will be appointed in a temporary capacity in the first instance and will be required to follow the course leading to the Certificate in Archival Science (Records Management, Care, Conservation and Reprography) as approved and arranged by the Ministry of Arts and Culture. On successful completion of the course, consideration will be given to his appointment as Archivist in a substantive capacity.

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B. Candidates should -

- (i) possess good communication and organising skills; and
- (ii) have the ability to motivate staff.

Candidates should produce written evidence of knowledge claimed.

**Role and
Responsibilities:**

To be responsible for the archival of documents at the National Archives.

Duties:

1. To advise Ministries/Departments on the conservation of records.
2. To be responsible for all procedures regarding disposal of public records.
3. To organise the receipt, classification and cataloguing of archives records.
4. To advise on materials for archive collection, the keeping of documents and microfilming of documents, etc.
5. To survey and assess any material being offered to the archives.
6. To assist in the maintenance of security of archival documents from damage, destruction and theft.
7. To assist in the preparation of guides and finding aids.
8. To do research work.
9. To look after the physical well-being of records to ensure that any parchment, frail paper and film is treated, handled and stored so that it will not decay or get damaged.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Archivist in the roles ascribed to him.



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