

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

- Department:** National Archives
- Post:** Conservation Assistant
- Salary:** Rs 7,025 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 13,400 (05 17 41)
- Effective Date:** 14 March 2007
- Qualifications:**
- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French, Chemistry or Physics or Biology obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least five subjects including English Language, French, Chemistry or Physics or Biology obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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
 - (c) An equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. Evidence of having followed a training course in restoration of documents.

NOTE

In the absence of candidates possessing the qualification at B above, consideration will be given to those possessing the qualification at A above. The selected candidates will be appointed in a temporary capacity in the first instance and will be required to complete a one-year on-the-job training in the Restoration Unit of the National Archives to be eligible for appointment in a substantive capacity.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 14 MAR 2007

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Duties:

1. To give general assistance to the Conservator.
2. To put in place, under the supervision of the Conservator, all measures necessary for the proper conservation of books, manuscripts, plans, microfilms, tapes, diskettes, CDs, etc.
3. To make ink and acidity tests on paper.
4. To prepare all solutions needed for restoration work.
5. To clean and de-acidify documents.
6. To conduct repair on damaged records either manually or with the help of the restoration machine.
7. To perform such cognate duties as may be assigned.



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