

GOVERNMENT OF MAURITIUS

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

- Ministry:** Arts and Cultural Heritage (National Archives)
- Post:** Principal Archives Officer
- Salary:** Rs 25,525 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 43,500 (05 055 076)
- Effective Date:** 28 November 2023
- Qualifications:**
- A. By promotion, on the basis of experience and merit, of officers in the grade of Senior Archives Officer in post as at 31.12.2012 who reckon at least four years' service in a substantive capacity in the grade.
 - B. On complete phasing out of the grade of Senior Archives Officer, by promotion, on the basis of experience and merit, of officers in the grade of Archives Officer/Senior Archives Officer who reckon at least six years' service in a substantive capacity in the grade.
- Duties:**
1. To assist the Chief Archives Officer in the discharge of his duties.
 2. To supervise and monitor the work of the Senior Archives Officer and Archives Officer/Senior Archives Officers.
 3. To attend to requests for research made by public bodies, private individuals and foreigners.
 4. To ensure maintenance of discipline within the Archives Cadre and Search Rooms.
 5. To be responsible for the repositories (Manuscript and Printed Sections) of the National Archives.
 6. To assist in the organisation of activities and in the implementation of outreach programmes of the National Archives.
 7. To guide the Senior Archives Officer and Archives Officer/Senior Archives Officers in the description, arrangement and cataloguing of documents in any format in accordance with accepted standards and practices of the Archives profession.

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CERTIFIED CORRECT

B. D. Nundloll

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B. D. Nundloll (Mrs)
for Secretary for Public Service

28 November 2023

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8. To follow-up with institutions and individuals regarding acquisitions of legal deposits and other documents.
9. To assist in the implementation of the Digitisation Project and other projects of the National Archives.
10. To present documentary evidence in court cases, as and when required.
11. To use ICT in the performance of his duties.
12. 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 Principal Archives Officer in the roles ascribed to him.



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