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

Department: National Archives
Post: Audio-Visual Technician (Operations)
Salary: Rs 9,800 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 –
16,000 x 600 – 20,200 (10 19 46)
Effective Date: 31 May 2011
Qualifications: By selection from among –

1. candidates who -

A. possess -

(i) (a) a Cambridge School Certificate with credit in Chemistry,
Physics and Mathematics or Principles of Accounts obtained
at not more than two sittings or

(b) Passes not below Grade C in Chemistry, Physics and
Mathematics or Principles of Accounts 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.

(ii) The National Trade Certificate Level 2 in the field of
Communication Electronics issued jointly by the Mauritius
Examinations Syndicate and the Mauritius Institute of
Training and Development.

OR

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

B. are computer literate.
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AND

II. serving officers drawing salary in a scale the maximum of which is not less than Rs 19,600 and who reckon at least four years’ experience in maintaining an archive of films including classification, verification and labelling of films/video films, among others.

Candidates should produce written evidence of knowledge/experience claimed.

Duties:

1. To be in charge of the Oral History and Film Archives Unit of the Department.
2. To carry out recording and filming of interviews in and out of office premises.
3. To perform editing and classification of audio-visual materials on various mediums.
4. To perform verifications and labelling exercise of audio-visual records classified by the Department.
5. To operate and maintain audio-visual equipment to be used for classification of audio-visual materials.
6. To maintain an archive of classified audio-visual records.
7. To use ICT in the performance of his duties.
8. 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 Audio-Visual Technicians (Operations) in the roles ascribed to him.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date 3.1. MAY 2011