GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Department: Archives
Post: Principal Archives Officer
Salary: Rs 7,500 x 250 – 9,000 (CUL 8)
Effective Date: 29 November, 1994
Qualifications: By promotion, on the basis of experience and merit of officers in the grade of Senior Archives Officer.

Duties:
1. To assist the Chief Archives Officer in the discharge of his duties.
2. To supervise and monitor the work of Senior Archives Officers and Archives Officers.
3. To ensure that requests for searches by the Government and private individuals are attended to.
4. To assist in the maintenance of discipline on archives premises.
5. To ensure security of documents in the Registry.
6. To perform such cognate duties as may be assigned.