

GOVERNMENT OF MAURITIUS

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

- Ministry:** Arts and Culture (National Archives)
- Post:** Conservation Assistant
- Salary:** Rs 25,745 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 45,930 (05 032 069)
- Effective Date:** 05 March 2026
- 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 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 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. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE 1

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in the Restoration Unit of the National Archives for a period of at least one year. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Conservation Assistant in a substantive capacity.

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CERTIFIED CORRECT

A. Heerasing

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A. Heerasing (Mrs)
for Secretary for Public Service

05 March 2026

Date.....

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NOTE 2

Conservation Assistants will be required to follow successfully a course leading to the award of a Certificate in Archival Science (Records Management, Care, Conservation and Reprography) from a recognised institution, as approved and arranged by the Ministry of Arts and Culture.

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 and Compact Disks.
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 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 the Conservation Assistant in the roles ascribed to him.



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for Secretary for Public Service

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