

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

- Department:** National Archives
- Post:** Archives Officer/Senior Archives Officer
- Salary:** Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 –  
21,950 x 625 – 23,200 x 775 – 31,725 (05 027 062)
- Effective Date:** 18 April 2017
- Qualifications:** A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and History obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language, French and History 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

**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. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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**CERTIFIED CORRECT**

  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*  
18 April 2017

Date.....

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C. Candidates should –

- (i) possess good communication and interpersonal skills; and
- (ii) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

**NOTE**

Archives Officer/Senior Archives Officers will be required to follow successfully a course leading to the award of a Certificate in Archival Science (Records Management, Care, Conservation and Reprography), as may be approved and arranged by the Ministry of Arts and Culture.

**Duties:**

1. To assist the Principal Archives Officer or any officer designated by him in the performance of his duties.
2. To accession and stack additions to the National Archives Collections.
3. To classify, index and catalogue records.
4. To prepare finding aids and other research tools including national chronology and other bibliographical supplements.
5. To attend to requests from users.
6. To ensure that the code of conduct for users in the search rooms are adhered to.
7. To monitor new deposits as described in the National Archives Act.

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*for Senior Chief Executive  
Ministry of Civil Service and  
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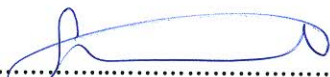
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8. To carry out research work (local, foreign and official) and submit reports thereon.
9. To prepare photocopies or photographic replicas for authentication.
10. To assist –
  - (i) the Archivist, Chief Archives Officer and Principal Archives Officer in the preparation of exhibition; and
  - (ii) in the recording of oral history.
11. To transcribe archival records.
12. To present documentary evidence in court cases, as and when required.
13. To be responsible for sales of Archives publications.
14. To use ICT in the performance of his duties.
15. 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 Archives Officer/Senior Archives Officer in the roles ascribed to him.



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