

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

Department: National Archives
Post: Conservator
Salary: Rs 19,600 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000
(05 45 67)
Effective Date: 17 November 2011
Qualifications: A. By selection from among officers in the Archives Officer Cadre who –

- (i) reckon at least five years' service in a substantive capacity in the Cadre ; and
 - (ii) possess a degree in the field of Archives from a recognised institution
- or
- (a) possess a degree from a recognised institution; and
 - (b) possess a Certificate in Archival Science (Records Management, Care, Conservation and Reprography) from a recognised institution.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level";
- (ii) possess a degree in the field of Archives or a degree in Chemistry or Biology or Conservation from a recognised institution; and
- (iii) are computer literate.

OR

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

2/...



CERTIFIED CORRECT


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

17 November 2011

Date.....

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

-2-

Note 1

Qualification at (i) under "NOTE" above should have been obtained prior to qualification at (ii) under "NOTE" above. However, candidates who, as at 30 June 2003, did not possess the qualification at (i) under "NOTE" above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" 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; and
- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at (ii) under "NOTE" above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note 1' should have been obtained prior to qualifications at (ii) under "NOTE" and at (b) under 'Note 1'.

Note 2

The selected candidate who does not possess a degree or a Master's Degree or a postgraduate diploma in the field of Archives will be appointed in a temporary capacity in the first instance and will be required to follow the course leading to the Certificate in Archival Science (Records Management, Care, Conservation and Reprography), as approved and arranged by the Ministry of Arts and Culture. On successful completion of the course, consideration will be given to his appointment as Conservator in a substantive capacity.

- B. Candidates should –
- (i) possess good communication and leadership skills; and
 - (ii) have the ability to motivate staff.

Candidates should produce written evidence of knowledge claimed.

3/...



CERTIFIED CORRECT

*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

17 November 2011

Date.....

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

-3-

**Role and
Responsibilities:**

To be responsible for the conservation aspects at the National Archives.

Duties:

1. To supervise the Restoration Unit, the Reprographic Unit and the Bindery.
2. To plan, co-ordinate and conduct the Conservation Programme of the National Archives.
3. To direct and supervise the technical staff in conservation and restoration works.
4. To advise on environmental needs and security of archival collections.
5. To train Conservation Assistants on restoration techniques.
6. To advise on matters relating to conservation.
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 Conservator in the roles ascribed to him.



CERTIFIED CORRECT

*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

17 November 2011

Date.....