

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

- Department:** National Archives
- Post:** Director
- Salary:** Rs 37,000 x 1,000 – 39,000 (05 73 75)
- Effective Date:** 20 May 2004
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Deputy Director who reckons at least two years' service in a substantive capacity in the grade and
- (i) is familiar with latest developments in the field of archives;
  - (ii) possesses good communication and interpersonal skills; and
  - (iii) is able to lead and motivate a team of officers.

**NOTE**

In the absence of qualified serving officers, by selection from among candidates possessing:-

- A. a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"; and
- B. a degree in English or French or History or a joint degree in any two of these three subjects, from a recognised institution

**or**

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

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**CERTIFIED CORRECT**

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

**20 MAY 2004**  
Date .....



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- C. Candidates should also:-
- (i) reckon at least 10 years' post-qualification experience in the field of archives;
  - (ii) be familiar with latest developments in the field of archives;
  - (iii) show a keen interest in history;
  - (iv) have a high sense of discretion;
  - (v) possess good communication and interpersonal skills; and
  - (vi) be able to lead and motivate a team of officers.

**Note**

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

Candidates should produce written evidence of experience claimed.

**Duties:**

1. To be responsible for the management of the National Archives.
2. To have the custody, care and control of all public archives.
3. To regulate the conditions under which members of the public may consult the public archives and make use of the facilities provided by the Department.
4. To inspect regularly, within office hours, and after due notice has been given, public archives lying in repositories other than the Department.
5. To collect information relating to any document of public interest with a view to compiling a comprehensive register of private archives.
6. To ensure the physical protection, conservation and restoration of all public archives entrusted to the custody of the Department and make them available for research purposes.

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7. To arrange the archives according to established principles of archival administration and prepare all the reference instruments.
8. To provide for:
  - (i) the making and authentication of copies of, and extracts from, records required as evidence in legal proceedings or for other purposes;
  - (ii) the separate housing of films, sound recordings and other machine readable records which have to be kept under special conditions;
  - (iii) the training of the staff of the Department; and
  - (iv) the recording and keeping of oral history archives.
9. To produce and publish documentary materials for educational purposes and for the public at large.
10. To disseminate such information as may be of interest to the public at large.
11. To release, after a period of 30 years, official records for public research.
12. To lend records in case where approval for display at commemorative exhibitions or any other special occasion has been obtained.
13. To be responsible for the preservation of the collective memory of the nation and to acquire, receive on deposit, or receive as a gift or by way of donation, any document or other matter either locally or from abroad.
14. To perform such cognate duties as may be assigned.

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