

GOVERNMENT OF MAURITIUS

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

Ministry: : Finance

Post: Documentalist, Central Informatics Bureau

RS 6000 x 200 - 7000 x 250 - 8750 (CUL7)

Salary: Rs ~~4,000 x 125 - 5,000 x 150 - 5,600 x 200 -~~
5,800 (CUL 7A)

Effective Date: 19th February, 1990

Qualifications: By selection from candidates who have served for
at least 4 years in the public service and who
possess:

- (a) The Cambridge School Certificate with credit in five subjects including English, French and Mathematics, and
- (b) The Certificate in Library studies of the University of Mauritius.

OR

Alternative qualifications acceptable to the Public Service Commission.

Experience in the classification, storage and retrieval of documents, files, tapes and other computer materials will be an advantage.

Duties:

1. To be responsible for:-

- (a) carrying out documentary research on Information Technology and identifying reference and other source publications;
- (b) accessioning, cataloguing and classification of materials;
- (c) ensuring the constant flow of reading materials to promote awareness of new techniques and developments in Information Technology;
- (d) safekeeping and control of movement of materials;
- (e) assisting in the organisation of specialised exhibitions and seminars.

2. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

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for Establishment Secretary

