Applications are invited from qualified candidates who wish to be considered for appointment as Reprographic Operator (Archives) in the National Archives Department in the Ministry of Arts and Culture.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. A Cambridge School Certificate with credit in at least five subjects including Physics obtained on one certificate or Passes in at least five subjects with at least Grade C in Physics obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) reckon experience in scanning and photocopy works; and

(ii) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to consider only the best qualified candidates.

IV DUTIES AND SALARY

1. To be responsible for the provision of photocopying and scanning service.
2. To perform the following duties –
   (i) preparing and making photocopies of documents and photographic replicas for authentication;
   (ii) calculating the cost of sheets to be photocopied according to the table of fees chargeable for copies of replicas supplied to the customers as stipulated in the relevant Regulation;
   (iii) scanning and uploading documents on the Electronics Archives System;
   (iv) editing scanned documents; and
   (v) keeping and maintaining a record of the documents photocopied and/or scanned.

3. To use ICT in the performance of his duties.

4. 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 Reprographic Operator (Archives) in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 13,010 x 260 – 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 – 30,950 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. Candidates are encouraged to submit on-line application through the government web portal at http://www.govmu.org

5. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore advised to submit their e-mail address.
6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Wednesday 07 June 2017.

Date: 18 May 2017

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.