MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 73 OF 2026

Vacancy for Post of Reprographic Operator (Archives)
Ministry of Arts and Culture (National Archives Department)

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

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** 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 with 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:

(i) to convene **only** the best qualified candidates for interview; and

(ii) not to make any appointment following this advertisement.

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 24,545 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 a month.

However, for the year 2026, the discounted initial salary would be Rs 22, 719.

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 Public 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 Commissions/Embassies overseas.

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

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

4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

5. 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 candidate**.

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours *(local time)* on Wednesday 21 October 2026.** Application Forms received after the specified closing date and time will **not** be considered.

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

Date: 08 October 2026