

SCHEME OF RECRUITMENT FOR THE POST OF RECORD KEEPER

| Salary & Code | Method of Recruitment | Qualifications |
|-------------------------------------|---|--|
| Record Keeper, Gr. II A09 | 1. By simultaneous external and internal advertisements. Selection by trade test and an interview. | i. should have passed the GCE (O/L) examination in 06 subjects with 05 credits at not more than two sittings; and ii. One year of experience in keeping records in a Record Room in the University System or Government Department / State Corporation/Recognized Institution. iii. Good knowledge of Computer Literacy and Binding work. Preference will be given to those who have passed the GCE (A/L) examination in 03 subjects and have obtained the certificate issued by the Department of National Archives on completion of a 05 day course conducted for Record Keeping . Age : Not more than 45 years. |
| Record Keeper, Gr. I A07 | By promotion. Selection by an interview | i. A Record Keeper who has completed 06 years of satisfactory service in Grade II may be considered for promotion by a written examination conducted by the Higher Educational Institution concerned; OR ii. Those who have completed 08 years of service in Grade II can be promoted to Grade I by an interview. |
| Record Keeper, Special Grade A06 | By promotion. Selection by an interview | A Record Keeper in Grade I who has completed 05 years of satisfactory service in that grade may be considered for promotion to Special Grade. |

If suitable candidates are not available for Selection a candidate with lesser qualification can be selected for appointment as a Trainee record Keeper for a period of 01 year subject to 02 extensions of training by one year at a time on a fixed salary (initial of A-09).

For confirmation in the service the governing authority should test the competence of IT, binding and record keeping and satisfy that the employee has achieved satisfactory level of competence.