GOVERNMENT OF MAURITIUS

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

Department: Judicial

Post: Law Library Assistant

Salary: Rs 7,025 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300
– 10,600 x 400 – 13,400 (05 17 41)

Effective Date: 07 June 2004

Qualifications: A. (a) Cambridge School Certificate with credit in at least five
subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more
than two sittings or

(b) Passes not below Grade C in at least five subjects including
English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the
General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either
(i) in five subjects including English Language with at least
Grade C in any two subjects or (ii) in six subjects including
English Language with at least Grade C in any one subject or

(c) An equivalent qualification acceptable to the Public Service
Commission.

Note

Candidates not possessing a credit in English Language
at the Cambridge School Certificate will also be
considered provided they possess passes in at least two
subjects at “Principal Level” and one subject at
“Subsidiary Level” as well as the General Paper obtained
on one certificate at the Cambridge Higher School
Certificate Examinations.

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CERTIFIED CORRECT

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

Date ............07 JUN 2004..............
GOVERNMENT OF MAURITIUS

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

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B. The Certificate in Information and Library Studies of the University of Mauritius or the Certificate in Library and Information Science of the City and Guilds of the London Institute or the Certificate in Librarianship and Information Science of the Mauritius College of the Air or an equivalent qualification acceptable to the Public Service Commission.

Note

In the absence of candidates possessing qualifications at B above, consideration will be given to candidates possessing the qualifications specified at A above. The selected candidates will be appointed in a temporary capacity and will be required to follow successfully a course leading to the Certificate in Librarianship and Information Science from a recognised institution prior to their appointment in a substantive capacity.

Duties:

1. To arrange and keep all library materials in order.
2. To charge and discharge library materials.
3. To replace return stock to the appropriate place.
4. To type and arrange catalogue cards.
5. To assist in shelf reading and stocktaking.
6. To keep statistical records.
7. To assist in noter-up pasting.
8. To perform such cognate duties as may be assigned.

NOTE

Law Library Assistants will be required to work on a roster basis to cover the opening hours of the Library.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service Affairs and Administrative Reforms
07 JUN 2004