

GOVERNMENT OF MAURITIUS

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

**Department:** National Assembly

**Post:** Library Auxiliary/Senior Library Auxiliary

**Salary:** Rs 14,725 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 –  
21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 25,525 (24 022 055)

**Effective Date:** 01 April 2022

**Qualifications:** A. By selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” 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 an equivalent qualification acceptable to the Public Service Commission.

**NOTE**

In the absence of qualified serving employees, by selection from among candidates who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” 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 an equivalent qualification acceptable to the Public Service Commission.

- B. Candidates should –
- (i) be able to communicate in English and French;
  - (ii) possess qualities such as reliability and trustworthiness;
  - (iii) possess interpersonal and communication skills; and
  - (iv) have the ability to work in a team.

**Duties:**

1. To collect keys of the Library and deposit same from/to the nearest Police Station/Police Post.
2. To open and close the Library.

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**CERTIFIED CORRECT**

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*D. Gowry*

**D. Gowry (Mrs)**  
*for Secretary for Public Service*

**01 April 2022**

Date.....

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3. To maintain, clean and dust the rooms, including window panes, furniture and materials of the Library.
4. To run library errands and respond to calls.
5. To keep watch over the Library during opening hours.
6. To assist in sorting and arranging library materials for shelving and help the Assistant Parliamentary Librarian and Information Officer in stock-taking and write-off, as and when required.
7. To prepare library stationery, book jackets and process all library materials for shelving including doing minor book repairs.
8. 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 Library Auxiliary/Senior Library Auxiliary in the roles ascribed to him.



CERTIFIED CORRECT

.....*D. Gowry*.....

D. Gowry (Mrs)  
*for Secretary for Public Service*

01 April 2022

Date.....