

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

- Ministry:** Arts and Culture
- Post:** Library and Animation Officer/Senior Library and Animation Officer
- Salary:** Rs 17,045 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 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 38,400 (05 031 071)
- Effective Date:** 17 September 2025
- Qualifications:**
- A. (i) 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
- (ii) 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.

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.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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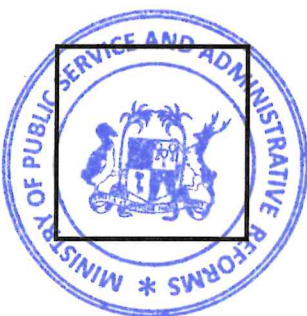
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P. D. Neerunjun

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P. D. Neerunjun (Mrs)
for Supervising Officer
**Ministry of Public Service and
Administrative Reforms**

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C. Candidates should be computer literate.

Qualifications at A above should have been obtained prior to Qualification at B above.

Candidates should produce written evidence of knowledge claimed.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow a course leading to a Certificate in Library Studies or Librarianship or Information Studies for a period of at least one year, as approved and arranged by the Ministry of Arts and Culture. On successful completion of the course and on being favourably reported upon, they will be considered for appointment as Library and Animation Officer/Senior Library and Animation Officer in a substantive capacity.

Duties:

1. When posted to the CELPAC Head Office –

- (a) To assist the Co-ordinator, CELPAC and the Assistant Co-ordinator, CELPAC in the performance of their duties.
- (b) To ensure that the postage/delivery of library materials (books, documents and magazines) is effected on time to the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) regional centres.
- (c) To assist and coordinate the lending of reading and audio-visual materials to the public.
- (d) To assist in the organisation of –
 - (i) educational games;
 - (ii) artistic, cultural and educational activities; and
 - (iii) lectures, seminars and conferences in the artistic and educational fields.

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- (e) To maintain accurate records of all funds received from any source and all payments made by the CELPAC.
- (f) To keep an inventory, issue store forms and keep records of all items delivered to CELPAC regional centres.
- (g) To process applications for leave of staff posted in CELPAC regional centres and make arrangements for replacement, as and when required.
- (h) To attend meetings, take notes and ensure proper follow-up action, as and when required.

2. **When posted to CELPAC regional centres –**

- (a) To be responsible for the CELPAC regional centre.
- (b) To ensure the smooth running of the Library section of the centre by –
 - (i) lending books and other library materials to subscribers;
 - (ii) arranging and keeping all library materials in order;
 - (iii) recording and processing library materials;
 - (iv) charging and discharging library materials;
 - (v) performing shelf reading, stock-taking, stock editing, classification and cataloguing;
 - (vi) registering new subscribers/books; and
 - (vii) organising rotation of books.
- (c) To assist in the organisation of artistic, cultural and educational activities.
- (d) To compile statistics.

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- (e) To effect payments from the General Fund for expenditure.
 - (f) To submit financial and activity reports to CELPAC, for income, expenditure, services provided, utilities, key allowances and all other relevant work-related documentation.
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 Library and Animation Officer/Senior Library and Animation Officer in the roles ascribed to him.

Note

Library and Animation Officer/Senior Library and Animation Officers will be required to work at staggered hours and on a six-day week basis.



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