

**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 14,325 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 33,425 (05 028 064)
- Effective Date:** 12 April 2017
- Qualifications:**
- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics 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 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”.
- C. A Certificate in Library Studies or Librarianship or Information Studies from a recognised institution.

OR

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

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**CERTIFIED CORRECT**

*[Signature]*  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
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Qualification at A should have been obtained prior to Qualification at B above.

**NOTE 1**

In the absence of qualified candidates possessing the qualification at C above, by selection from among candidates who possess the qualifications at A and B above.

OR

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

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

D. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

**NOTE 2**

The candidates selected under 'NOTE 1' will be appointed in a temporary capacity in the first instance and will be required to follow successfully a course leading to a Certificate in Library Studies or Librarianship or Information Studies from a recognised institution to be eligible for appointment 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 of magazines as well as reading and other materials are delivered on time to the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) regional Centres.

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- (c) To assist and co-ordinate 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.
  - (e) To keep records of all monies received from any source and all payments required to be 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, as and when required, take notes and ensure proper follow-up action.
2. When posted to the CELPAC regional Offices –
- (a) To be responsible for the regional “Centre de Lecture Publique et d’Animation Culturelle”.
  - (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;

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- (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.
- (e) To effect payments from the General Fund for expenditure.
- (f) To submit financial reports of income and services provided to the CELPAC on all expenditure incurred in connection with activities of the CELPAC.
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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