

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

Ministry: Public Service, Administrative and Institutional Reforms

Post: Library and Documentation Officer

Salary: Rs 21,850 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 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675
(05 047 079)

Effective Date: 25 November 2022

Qualifications: A. (i) A diploma in Library and Information Science or a diploma in
Information and Library Studies from a recognised institution

or

(ii) The “Certificat d’Aptitude aux Fonctions de Bibliothécaire” from a
recognised institution

OR

an equivalent qualification to A above acceptable to the Public Service
Commission.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To assist the Senior Library and Documentation Officer in the administration
and day-to-day management of the Civil Service Library.
 2. To assist in the operation of the computerised system for the storage, retrieval
and dissemination of information.
 3. To keep stock of and develop the library collection.
 4. To accession, catalogue and classify books, magazines, reports and
newsletters.
 5. To ensure safety and control of catalogued materials.

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CERTIFIED CORRECT

N. Auchoybur (Mrs)
for Secretary for Public Service

25 November 2022

Date.....



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6. To gather and compile information of interest to the Public Service from different sources.
7. To provide research assistance to users.
8. To keep records of issue and return of materials, books and magazines and other library statistics.
9. To subscribe/ renew subscription of magazines.
10. To keep books, documents and magazines in order on the shelves and check the card catalogues.
11. To use ICT in the performance of his duties.
12. 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 Documentation Officer in the roles ascribed to him.



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N. Auchoybur (Mrs)
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