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GOVERNMENT OF MAURITIUS

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

Ministry: Education, Culture and Human Resources (Education and Human Resources Division)

Post: Senior Library Clerk

Salary: Rs 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,000 (05 34 49)

Effective Date: 27 April 2010

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Library Clerk who reckon at least four years' service in a substantive capacity in the grade and who possess good communication skills.

- Duties:**
1. To assist in the day to day running of a library or documentation unit.
 2. To be responsible for the running of a section of a library or a documentation unit.
 3. To assist in classification and cataloguing, general reference work and bibliographical searches.
 4. To supervise the work of subordinate staff.
 5. To answer queries and trace information and materials for students.
 6. To assist in organising the shelving of books and other library materials.
 7. To charge and discharge library materials and ensure recovery of overdue materials.
 8. To use ICT in the performance of his duties.
 9. 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 Senior Library Clerks in the roles ascribed to them.



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

Date..... **27 APR 2010**