

GOVERNMENT OF MAURITIUS

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**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: Library Clerk
Salary: Rs 9,600 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000
x 600 – 19,600 (05 18 45)
Effective Date: 27 April 2010
Qualifications: By appointment of Trainee Library Clerks who have successfully completed their training.

OR

By selection from among candidates who –

I. possess –

- (i) (a) a 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
(b) 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.

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

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- (ii) the Certificate in Information and Library Studies of the University of Mauritius or the Certificate in Library and Information Science of the City and Guilds of London Institute or the Certificate in Librarianship and Information Science of the Mauritius College of the Air.

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

II. are computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist in the day-to-day running of a library or documentation unit.
2. To arrange and keep all library materials in order.
3. To record and process library materials.
4. To charge and discharge library materials and ensure recovery of overdue materials.
5. To compile library statistics.
6. To assist in shelf reading, stock-taking, stock editing, classification and cataloguing.
7. To perform word processing and other basic ICT functions.
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 Library Clerks in the roles ascribed to them.



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A. A. A. A.

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

27 APR 2010

Date.....