

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

Ministry: Education and Human Resource

Post: Librarian

Salary: Rs 38,215 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 –
58,850 x 1,750 – 62,350 x 1,850 – 67,900 x 1,900 – 75,500 x 2,250 – 77,750 (05 061 090)

Effective Date: 19 June 2026

Qualifications: A. By selection from among officers of the Ministry who hold a substantive appointment in any of the following grades –

- (i) Senior Library Officer;
- (ii) Library Officer; and
- (iii) Library Clerk/Senior Library Clerk who reckon at least four years' service in a substantive capacity in the grade of Library Clerk/Senior Library Clerk or an aggregate of at least six years' service in a substantive capacity in the grade of Library Clerk/Senior Library Clerk and/or the former grade of Library Clerk.

B. Candidates should –

- (i) possess a degree in Library and Information Science from a recognised institution

or

- (ii) possess a degree from a recognised institution together with a postgraduate diploma in Library and Information Science from a recognised institution

OR

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

- (iii) be registered as Professional Librarian with the Mauritius Council of Registered Librarians under Section 13 of the Mauritius Council of Registered Librarians Act No. 4 of 2000.

C. Candidates should also –

- (i) possess good leadership and managerial skills;

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A Heerasing

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A. Heerasing (Mrs)
for Secretary for Public Service

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- (ii) have good interpersonal and communication skills; and
- (iii) be proactive and have the ability to keep abreast of the latest trends and development in the library sector.

Role and Responsibilities:

To assist the Head, Library Cadre and/or Senior Librarian in the administration of Libraries and ensure the effective delivery of its technical services within the respective framework.

Duties:

1. To assist the Head, Library Cadre and/or Senior Librarian in the day-to-day administration of libraries, including specialised libraries.
2. To assist in –
 - (i) the planning of library projects and ensuring their implementation; and
 - (ii) the organisation of workshops, training courses, user-oriented extension and promotion activities.
3. To control, coordinate and supervise the work of officers working under his responsibility.
4. To supervise the computerisation of library records/catalogue and make accessible e-resources and other electronic documents pertaining to the site of work.
5. To advise on –
 - (i) the selection of library materials and equipment, stock development and use; and
 - (ii) the efficient use of internet facilities available in the libraries.
6. To use ICT in the performance of his duties.
7. 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 Librarian in the roles ascribed to him.



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