

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education, Tertiary Education, Science and Technology
- Post:** Library Auxiliary/Senior Library Auxiliary
- Salary:** Rs 14,725 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 25,525 (24 022 055)
- Effective Date:** 24 July 2023
- Qualifications:** A. By selection from among employees on the permanent and pensionable establishment of the Ministry who possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of qualified employees on the permanent and pensionable establishment of the Ministry, by selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Public Service Commission.

- B. Candidates should –
- (i) possess good interpersonal and communication skills; and
 - (ii) have the ability to work in a team.

- Duties:**
1. To collect keys of the Library where posted and deposit same from/to the nearest Police Station/Police Post.
 2. To open and close the Library.

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CERTIFIED CORRECT



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B. D. Nundloll (Mrs)
for Secretary for Public Service

24 July 2023

Date.....



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3. To maintain, clean and dust the rooms, including window panes, furniture and materials of the Library.
4. To run library errands and respond to calls.
5. To keep watch over the Library during opening hours.
6. To assist in the compilation of library materials/information needed by library users for research and/or project writing.
7. To assist in sorting and arranging library materials for shelving and to help library staff in stock-taking, write-off, as and when required.
8. To prepare library stationery, book jackets and process all library materials for shelving including doing minor book repairs.
9. To supervise the use of computer in the Library.
10. To ensure that all switches/lights are turned off before leaving the library.
11. To assist in the arrangement of furniture and equipment within the library.
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 Auxiliary/Senior Library Auxiliary in the roles ascribed to him.

Note

Library Auxiliary/Senior Library Auxiliaries may be required to work on a roster basis to cover the opening hours of public libraries.



CERTIFIED CORRECT

B. D. Nundloll

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