

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

Ministry: Education and Human Resource

Post: Library Officer

Salary: Rs 31,365 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 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 – 60,600 (05 049 081)

Effective Date: 22 January 2026

Qualifications: By selection from among officers in the grade of Library Clerk/Senior Library Clerk who –

- (i) reckon at least four years' service in a substantive capacity in the grade 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;
- (ii) possess a diploma in Library and Information Science or diploma in Information and Library Studies from a recognised institution or the "Certificat d'Aptitude aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Public Service Commission; and
- (iii) possess good interpersonal and communication skills.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- (i) possess a diploma in Library and Information Science or diploma in Information and Library Studies from a recognised institution or the "Certificat d'Aptitude aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least four years' experience in library duties;
- (iii) possess good interpersonal and communication skills; and
- (iv) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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CERTIFIED CORRECT

A. Heerasing

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A. Heerasing (Mrs)
for Secretary for Public Service

22 January 2026

Date.....

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-2-

Duties:

1. To be responsible for the administration and management of a library or documentation unit.
2. To supervise the work of subordinate staff.
3. To select, acquire, accession, classify, catalogue and index library materials.
4. To be responsible for shelf reading, stock-taking, stock-editing, development and weeding of library collection.
5. To charge and discharge library materials and ensure recovery of overdue materials.
6. To maintain and keep up-to-date records, catalogues, indexes and special files.
7. To provide research assistance, reference and bibliographical services to users.
8. To arrange displays, organise talks and other relevant user-oriented extension and reading promotional activities.
9. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.
10. To make use of computers and computerised system in daily library work and in the delivery of library services.
11. 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 Officer in the roles ascribed to him.

Note 1

Library Officers may be required to work on a roster basis to cover the opening hours of public libraries.

Note 2

Library Officers may be outposted to any other Ministry/Department where their services will be required.



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