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

Ministry: Education and Human Resources, Tertiary Education and Scientific Research
Post: Senior Library Officer
Salary: Rs 27,075 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425
(05 056 076)
Effective Date: 19 July 2019
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of
Library Officer who reckon at least four years’ service in a substantive capacity
in the grade and who possess—
(i) a good knowledge of the organisation and management techniques of a
library especially public and school libraries; and
(ii) supervisory and communication skills.
Duties:
1. To be responsible for the administration and management of specialised
departmental libraries.
2. To assist the Senior Librarian or Librarian in the administration of a
specialised library or a group of libraries.
3. To assist in the supervision and coordination of the work of subordinate
staff.
4. To assist in the organisation of workshops, seminars and extension
activities.
5. To assist in bibliographical and reference activities.
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 Senior Library Officer in the roles ascribed to him.

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

CERTIFIED CORRECT

S. Chundunings (Mrs)
for Secretary for Public Service
19 July 2019
Date..........................................................