

GOVERNMENT OF MAURITIUS

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

- Department:** The Judiciary
- Post:** Law Library Assistant
- Salary:** Rs 16,785 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 – 26,050 x 675 – 27,400 x 825 – 34,825 (05 030 067)
- Effective Date:** 13 September 2024
- Qualifications:**
- 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 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 or an equivalent qualification acceptable to the Public Service Commission.

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.

- B. A Certificate in Information and Library Studies or a Certificate in Library and Information Science or a Certificate in Librarianship and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of candidates possessing qualifications at B above, consideration will be given to candidates possessing the qualifications specified at A above. The selected candidates will be appointed in a temporary capacity and will be required to follow successfully a course leading to the Certificate in Librarianship and Information Science from a recognised institution prior to their appointment in a substantive capacity.

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CERTIFIED CORRECT

B. D. Nundloll

B. D. Nundloll (Mrs)

for Secretary for Public Service

13 September 2024

Date.....



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Duties:

1. To sort and shelve library materials.
2. To check in and check out library materials electronically.
3. To provide assistance and guidance in the use of the library resources and services and the online library system.
4. To enter cataloguing data into the library's automated system.
5. To print, stick and scan Quick Response (QR) Codes and shelf reading.
6. To assist in keeping statistics of library materials, photocopies and online users' applications.
7. To upload judgments on the Supreme Court website.
8. To use ICT in the performance of his duties.
9. 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 Law Library Assistant in the roles ascribed to him.

Note

Law Library Assistants may be required to work on a roster basis to cover the opening hours of the Supreme Court Library.



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