

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

- Organisation:** Rodrigues Regional Assembly (Public Library)
- Post:** Senior Library Clerk (Rodrigues)
- Salary:** Rs 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,000 (05 34 49)
- Effective Date:** 4 June 2010
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Library Clerk (Rodrigues) who reckon at least four years' service in a substantive capacity in the grade and who possess good communication skills.
- Duties:**
1. To assist generally in the day-to-day running of a public library or documentation unit.
  2. To be responsible for the running of a public library or a documentation unit.
  3. To assist in classification and cataloguing, general reference work and bibliographical searches.
  4. To supervise the work of officers working under his responsibility.
  5. To answer queries and trace information materials for students.
  6. To assist in organising the shelving of books and other library materials
  7. To charge and discharge library materials and ensure recovery of overdue materials.
  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 Senior Library Clerk (Rodrigues) in the roles ascribed to him.



**CERTIFIED CORRECT**

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*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

04 JUN 2010

Date.....