

**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

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S. Chundusing
S. Chundusing (Mrs)
for Secretary for Public Service

19 July 2019

Date.....