

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


- Department:** Judicial
- Post:** Law Library Assistant
- Salary:** Rs 7,025 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000 x 250 – 10,000 x 300  
– 10,600 x 400 – 13,400 (05 17 41)
- Effective Date:** 07 June 2004
- 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
- (b) 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
- (c) 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.

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CERTIFIED CORRECT

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

Date ..... 07 JUN 2004 .....



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-2-

- B. The Certificate in Information and Library Studies of the University of Mauritius or the Certificate in Library and Information Science of the City and Guilds of the London Institute or the Certificate in Librarianship and Information Science of the Mauritius College of the Air 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.

**Duties:**

1. To arrange and keep all library materials in order.
2. To charge and discharge library materials.
3. To replace return stock to the appropriate place.
4. To type and arrange catalogue cards.
5. To assist in shelf reading and stocktaking.
6. To keep statistical records.
7. To assist in noter-up pasting.
8. To perform such cognate duties as may be assigned.

**NOTE**

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



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