

GOVERNMENT OF MAURITIUS

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

**Department:** The Judiciary

**Post:** Law Library Officer

**Salary:** Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 –  
40,800 x 1,525 – 42,325 (05 044 072)

**Effective Date:** 18 April 2017

**Qualifications:** A. (i) A diploma in Library and Information Science or a diploma in  
Information and Library Studies from a recognised institution

or

(ii) The Higher Certificate in Librarianship and Information Science of  
Napier University

OR

An equivalent qualification to A above acceptable to the Public Service Commission.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To assist the Law Librarian/Senior Law Librarian in the discharge of his  
duties and assist in judgement abstracting, indexing and annotating of laws.
  2. To be in charge of the Law library in the absence of the Law Librarian/Senior  
Law Librarian.
  3. To be responsible for –
    - (i) the library stock, stock taking and shelf reading;
    - (ii) updating of loose-leaf compilations and for noter-up pasting; and
    - (iii) renewal, follow-up and binding of books and periodicals on standing  
order.

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CERTIFIED CORRECT

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

18 April 2017

Date.....

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4. To charge and discharge library materials and ensure recovery of overdue materials.
5. To organise the shelving of books and other library materials.
6. To answer queries and trace information on materials to help research workers and students.
7. To record, classify, catalogue and process library materials.
8. To keep the accession book and Law periodicals register up to date.
9. To use ICT in the performance of his duties.
10. 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 Officer in the roles ascribed to him.

**Note**

Law Library Officers may be required to work on a roster basis to cover the opening hours of the Law library.

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