

GOVERNMENT OF MAURITIUS

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

- Department:** Judicial
- Post:** Senior Law Library Officer
- Salary:** Rs 15,000 x 500 – 17,000 x 600 – 20,000 x 800 – 23,200 (05 45 58)
- Effective Date:** 16 November 2004
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Law Library Officer reckoning at least four years' service in a substantive capacity in the grade.
- Duties:**
 1. To assist the Law Librarian/Senior Law Librarian in:
 - (i) the administration of the Law Library;
 - (ii) the supervision and co-ordination of the work of subordinate staff;
 - (iii) the organisation of workshops, seminars and extension activities;
 - (iv) bibliographical and reference activities; and
 - (v) judgment 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 compile the annual index of judgments.
 4. To help research workers and students in tracing out information.
 5. To annotate and update the Laws of Mauritius.
 6. To monitor the input of legal information in the Library database system.
 7. To update the accession book and the Law periodicals register.
 8. To supervise the maintenance and preservation of books and ensure recovery of overdue materials.

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[Signature]
 for Senior Chief Executive
 Ministry of Civil Service Affairs and
 Administrative Reforms

Date..... 16 NOV 2004

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9. To be responsible for the purchase and maintenance of Library materials, furniture and equipment.
10. To monitor payment of books, periodicals and other related materials and ensure receipt thereof.
11. To perform such cognate duties as may be assigned.

Note

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



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