

GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Public Library)

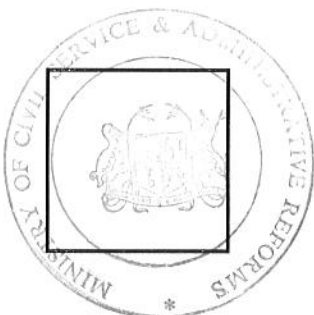
Post: Library Attendant

Salary: Rs 8,000 x 200 – 10,200 x 250 – 11,700 x 300 – 12,600 (24 10 30)

Effective Date: 10 December 2009

Qualifications: By selection from among candidates who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education "Ordinary Level" 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 an equivalent qualification acceptable to the Public Service Commission.

- Duties:**
1. To collect keys of the Public Library where posted and deposit same from/to the nearest Police Station/Police Post.
 2. To open and close the Library.
 3. To maintain, clean and dust the rooms, including window panes, furniture and materials of the Library.
 4. To run errands and answer telephone calls.
 5. To keep watch over the Library during opening hours.
 6. To assist in sorting and arranging library materials for shelving and help the Librarian in stock-taking and write-off, whenever required.
 7. To prepare library stationery, book jackets and process all library materials for shelving including doing minor book repairs.
 8. To supervise the use of computers in the Library.
 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 Library Attendants in the roles ascribed to them.



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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 DEC 2009

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