MAURITIUS PUBLIC SERVICE

Vacancies for Post of Library Clerk
Ministry of Education and Human Resources

Applications are invited from qualified candidates who wish to be considered for appointment as Library Clerk in the Ministry of Education and Human Resources.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess:-

   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
   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;

   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; and

   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 London Institute or the Certificate in Librarianship and Information Science of the Mauritius College of the Air.

   OR

   Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. DUTIES AND SALARY

1. To assist in the day-to-day running of a library or documentation unit.
2. To arrange and keep all library materials in order.
3. To record and process library materials.
4. To charge and discharge library materials and ensure recovery of overdue materials.
5. To compile library statistics.
6. To assist in shelf reading, stock-taking, stock editing, classification and cataloguing.
7. To perform word processing and other basic ICT functions.
8. 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 Clerks in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 11,250 x 250 – 12,500 x 300 – 14,300 x 350 – 16,050 x 450 – 18,300 x 600 – 19,500 x 750 – 24,000 a month (PRB Report 2013).

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

5. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.
6. Candidates are advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Tuesday 29 January 2013.

Date: 16 January 2013.

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.