MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 43 OF 2013

Vacancy for Post of Law Library Assistant
The Judiciary

Applications are invited from qualified candidates who wish to be considered for appointment as Law Library Assistant in the Judiciary.

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

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 the 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.

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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.

NOTE

1. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**

2. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

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.

The permanent and pensionable post carries salary in scale Rs 12,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 27,425 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 12,425 a month. However, for the year 2013 and the year 2014, incumbents would draw salary at the discounted rate of Rs 11,840 and Rs 12,130 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee 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](http://psc.gov.mu)

4. On-line application can also be submitted through the government web portal at [http://www.gov.mu](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 Monday 18 November 2013**.

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Date: 05 November 2013

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