Applications are invited from qualified candidates who wish to be considered for appointment as Law Library Officer 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. (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.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

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

1. To assist the Law Librarian/Senior Law Librarian in the discharge of his duties and assist in 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 be responsible for –
   (i) the library stock, stocktaking 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.

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.

The permanent and pensionable post carries salary in scale 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 a month.
V. **MODE OF APPLICATION**

1. Qualified candidates should submit their application on [PSC Form 7](http://psc.govmu.org) 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 or from the offices of the Mauritius High Commission/Embassies overseas.

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 the following address: [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.govmu.org)

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also 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 Thursday 15 June 2017**.

Date: 26 May 2017

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