

MAURITUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO. 13 OF 2022
Vacancy for Post of Law Library Officer
The Judiciary

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 (Higher 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. Candidates may be required to take part in a written examination.

4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To assist the Law Librarian/Senior Law Librarian in the discharge of his duties and assist in judgement 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, stock taking 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 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675 a month.

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 Public Service, Administrative and Institutional 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 Commissions/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 Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Monday 28 March 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 08 March 2022

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