

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 32 OF 2017**

**Vacancy for the Post of Senior Library Clerk**  
**Local Government Service**

*(Details of this advertisement are also available at <http://lgsc.govmu.org>)*

Applications are invited from among officers in the grade of Library Clerk of the Local Government Service who wish to be considered for appointment as Senior Library Clerk in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 19200 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 32500 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 19200 a month plus salary compensation at approved rates.

**II. QUALIFICATIONS:**

By selection from among Library Clerks reckoning at least 4 years' service in the grade.

**NOTE 1:**

**Library Clerks appointed before 13 July, 2009 should possess any one of the following:-**

**(i) The Certificate in Information & Library Studies of the University of Mauritius.**

**Or**

**(ii) The Certificate in Library & Information Science of the City & Guilds of the London Institute.**

**Or**

**(iii) The Certificate in Librarianship and Information Science of the Mauritius College of the Air**

**Or**

**An equivalent qualification acceptable to the Local Government Service Commission.**

**The candidates should be computer literate.**

**NOTE 2:**

- (i) The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**
- (ii) Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.**

**III. DUTIES:**

1. To assist the Librarian/Senior Library Officer/Library Officer in the general performance of his/her duties and to be responsible for the running of the Documentary Unit.
2. To keep day-to-day statistics for all books and audiovisual materials lent, consulted and number of visitors and member.
3. To carry out cataloguing, classification and processing of books and periodicals and audiovisual materials.
4. To supervise and control reading rooms, branch libraries, cybercentres and other related services run by the Council.
5. To ensure a conducive environment for the promotion of reading and research activities, as well as other related activities.
6. To assist in the selection and acquisition of books, periodicals and audiovisual materials.
7. To prepare consignment for binding work and check items returned by the binder.
8. To maintain necessary records and immediately report any loss/discrepancy and carry out routine costing.
9. To carry out routine and daily check of reading materials and to ascertain that they are in good reading conditions.
10. To assist in the organisation and promotion of library-related activities.
11. To guide the public as regards reading material.
12. To advise readers and subscribers.
13. To perform Word Processing and other basic ICT functions.

14. To perform archives duties.
15. To perform such other duties related to their duties listed above or related to the delivery of the output and results expected from Senior Library Clerks in the roles ascribed to them according to their postings.

**NOTE:**

**The Senior Library Clerk will be required to work beyond normal working hours on a roster basis without any extra remuneration.**

**IV. MODE OF APPLICATION**

- (i) Qualified candidates should submit their applications:

- (a) **either**

on **LGSC Form 7** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

- (b) **or**

online through the website of the LGSC at **<http://lgsc.govmu.org>** or through the Government Citizen Portal at **<http://citizen.govmu.org>**

**Note 1:** Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above-mentioned address.

**Note 2:** Prospective candidates willing to submit their applications online may also call during weekdays **either** at the seat of the Local Government Service Commission from 13 00 to 15 00 hours **or** at any Local Authority during the prescribed hours where such facilities are offered free of charge.

- (ii) Candidates are encouraged to submit their applications online.
- (iii) Candidates should submit their applications **in duplicate**, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.
- (iv) Candidates are advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the application form.

(v) The envelope should be clearly marked on the top left-hand corner :-

**“Post of Senior Library Clerk, Local Government Service”**

**V. CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Tuesday 25 April, 2017.**

**IMPORTANT**

- (i) *Qualifications and equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (ii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iii) *Applications not made on the prescribed form will not be considered.*
- (iv) *Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.*
- (v) *The Commission reserves the right:*
  - (a) *not to make any appointment following this advertisement; and*
  - (b) *to convene only the best qualified candidates for interview.*

**Local Government Service Commission  
Louis Pasteur Street  
Forest Side**

**Date: 12 April, 2017**