

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancies for the Post of Library Attendant (Part Time)

Municipal Town Council of Beau Bassin/Rose Hill

(Details of this advertisement are also available at lgsc.govmu.org)

Applications are invited from persons residing within the boundaries of the Municipal Town Council of Beau Bassin/Rose Hill who wish to be considered for appointment as Library Attendant (Part Time) in that Council.

The selected candidates will draw an allowance of **Rs 310 per session of 4 hours**

2. Age Limit:

Candidates should have reached their **18th** birthday and unless already in the Local Government Service/Public Service/Approved Service, should not have reached their **48th** birthday by the closing date for the submission of applications.

3. Qualifications :

Candidates should reside within the boundaries of the Municipal Town Council of Beau Bassin/Rose Hill and should possess the Certificate of Primary Education.

Note:

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

4. Duties :

1. To open and close the Library/Cyber Café/Cyber Centre and be in charge of all the keys.
2. To clean the Library/Cyber Café/Cyber Centre, floors, window panes, reading tables, bureau, shelves and other equipment and to collect cleaning materials and other items from stores;
3. To issue reading materials and keep records thereof;
4. To re-arrange books on shelves and periodicals on reading tables;
5. To do all the dispatch work of the Library/Cyber Café/Cyber Centre;

6. To help in the processing of books, stamping, affixing issue labels and book corners;
To help in work to be performed at District/Municipal Library/Cyber Café/Cyber Centre;
7. To be responsible for the preservation of books by applying plastic protectors and covers;
8. To exercise control at entrance and exits in the Library/Cyber Café/Cyber Centre; with a view to preventing losses and theft and to keep watch on personal effects left by readers/users;
9. To keep all printed materials such as books, periodicals, etc. clean and tidy on their shelves;
10. To collect newspapers, periodicals and books;
11. To perform any other cognate duties as may be assigned.

Note: Part-time Library Attendants may be called upon to work after normal working hours.

5. 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://lgsc.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 on weekdays either at the seat of the Local Government Service Commission from 1300 hours to 1500 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 already in the Local Government Service 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 Library Attendant (Part Time)
Municipal Town Council of Beau Bassin/Rose Hill”**

6. Closing Date

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him not later than **3.00 p.m on Tuesday 10 January, 2017.**

IMPORTANT

- (i) *Applications should state their personal residential address on their application form. Applications bearing the postal address of another person will neither be acknowledged nor taken into consideration.*
- (ii) *Qualifications/equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.*
- (iii) *Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (iv) *Applications not made on the prescribed form will not be considered.*
- (v) *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.*
- (vi) *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 : 28 December, 2016