

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO 6 OF 2026

VACANCY FOR THE POST OF LIBRARY OFFICER

LOCAL GOVERNMENT SERVICE

LIMITED COMPETITION

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

Applications are invited from qualified serving officers in the Library Cadre of the Local Government Service who wish to be considered for appointment as **Library Officer** in the Local Government service.

The permanent and pensionable post carries salary in the scale of Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 – 60600 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 31365 a month.

2. QUALIFICATIONS:

By selection from among officers in the Library Cadre of the Local Government Service who:

- (i) reckon an aggregate of 10 years' service as Library Clerk/Senior Library Clerk; and
- (ii) possess the Diploma in Information and Library Studies from a recognised institution or the 'Certificat d'Aptitude aux Fonctions de Bibliothécaire' or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Local Government Service Commission.

NOTE

1. *The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification and recognition of institution (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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.*
2. *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.*

3. *Candidates are informed that they may be outposted to any sub office of a Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

3. DUTIES:

1. To assist the Librarian/Senior Librarian in the day to day management of the Library.
2. To select, acquire, record, classify, catalogue and process library materials.
3. To be responsible for stock-taking, shelf-reading and stock-editing and for the development of Library Collection.
4. To charge and discharge library materials and ensure recovery of overdue materials.
5. To supervise the use of audio equipment and other materials on language courses.
6. To be in charge of the photocopying and microfilming services.
7. To supervise and organise the collection and processing of audiovisual materials.
8. To maintain and keep up-to-date records, catalogue indexes and special files.
9. To provide research assistance, reference and bibliographical services to readers.
10. To arrange display, talks and other relevant user-oriented extension and promotional activities.
11. To search and retrieve information from electronic systems such as internet, CD-ROMS and other electronic media.
12. To use ICT to perform routine library duties.
13. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Library Officers in the roles ascribed to them according to their posting.

NOTE 1: Library Officers may be called upon to take charge of any one or more of the following sections and in such a case, they will be responsible for the smooth functioning of the section(s):

- a) Reference
- b) Children
- c) Cataloguing
- d) Audio Visual

NOTE 2: The Library Officer posted to the Municipal City Council of Port-Louis may be called upon to assist in the running of 'Klib Zenfants' Port Louis and its activities.

4. MODE OF APPLICATION:

- (i) Candidates should submit their applications on **LGSC Form 7a** which may be obtained from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

Note: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the following address:

<http://lgsc.govmu.org>

- (ii) 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**.
- (iii) Candidates are advised to read carefully the '**NOTES AND INSTRUCTIONS TO CANDIDATES**' before filling in the application form.
- (iv) The envelope should be clearly marked on the top left-hand corner:-

**Post of Library Officer -
In the Local Government Service
Limited Competition"**

5. 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 pm on Wednesday 28 January 2026.**

IMPORTANT

- (i) Qualifications/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: 15 January 2026