

**LOCAL GOVERNMENT SERVICE COMMISSION**

**Vacancy for the Post of Library Clerk**

**Local Government Service**

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

Applications are invited from qualified candidates who wish to be considered for appointment as Library Clerk in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 30175 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 14050 a month.

**II. AGE LIMIT:**

Candidates should have reached their **18<sup>th</sup>** birthday and unless already in the Local Government Service/Public Service/Approved Service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

**III. QUALIFICATIONS:**

By selection from candidates possessing:

- A. The Cambridge School Certificate with credit in at least five subjects including English Language, French Language and Mathematics or Principles of Accounts obtained at not more than two sittings **or**

Passes not below Grade C in at least five subjects including English Language, French Language and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" Examinations provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

**NOTE 1:**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

- B. The Certificate in Information and Library Studies of the University of Mauritius or the Certificate in Library and Information Science of the City and Guilds of the London Institute or the Certificate in Librarianship and Information Science of the Mauritius College of the Air.

**OR**

Equivalent qualifications to A and B above acceptable to the Local Government Service Commission.

- C. Candidates should be computer literate.

**NOTE:**

1. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**
2. **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.**
3. **Candidates may be requested to submit a Certificate of Character.**
4. **Candidates may be outposted to any sub office of the Local Authority.**

**IV. DUTIES:**

1. To assist the Library Officer or Senior Library Clerk in the general performance of his/her duties and effect simple classification and cataloguing.
2. To operate the children's corner and children's video club.
3. To assist in the running of the Computer Centre/Cybercafé.
4. To guide and motivate children as regards reading materials.
5. To advise and assist readers and subscribers.

6. To keep day-to-day statistics in respect of all books lent, consulted and the number of visitors.
7. To collect and keep all monies received regarding the Internet Service, membership fees, fines and other library fees in safe custody until remittance to the Cashier the following working day.
8. To ensure the smooth running of the Internet Service and report any irregularity to the Head of Department.
9. To prepare consignment for binding work and check items returned by the binder.
10. To assist in the organisation of Library-related activities.
11. To operate counter duties at the circulation desk, i.e. issuing and receiving of books, magazines and other documents and to process and issue membership cards.
12. To maintain necessary records and carry out routine costing.
13. To supervise and control reading rooms and other public rooms run by the Council.
14. To perform filing, scanning work, word processing and other basic ICT functions and to send notices for overdue materials.
15. To perform archives duties.
16. 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 Library Clerks in the roles ascribed to them according to their postings.

**NOTE 2:**

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

**V. 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 on 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 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 Clerk - Local Government Service"**

## **VI. CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Thursday 23 August 2018.**

## **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: 10 August 2018**