

LOCAL GOVERNMENT SERVICE COMMISSION
PUBLIC ADVERTISEMENT NO.21 OF 2026

**VACANCIES FOR THE POST OF LIBRARY AUXILIARY
(FORMERLY LIBRARY ATTENDANT)
MUNICIPAL CITY COUNCIL OF PORT LOUIS**

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

Applications are invited from candidates residing within the boundaries of the Municipal City Council of Port Louis who wish to be considered for appointment as Library Auxiliary (formerly Library Attendant) in that Municipal City Council.

The permanent and pensionable post carries salary in the scale of Rs 23345 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 33600

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 23,345 a month.

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

By selection from among candidates residing within the boundaries of the Municipal City Council of Port Louis and who:-

- (i) possess the Certificate of Primary Education; and
- (ii) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education “*Ordinary Level*” Examination or an examination of equivalent standard 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 and proof of residential address.*
- 3: *Candidates may be required to submit a Certificate of Character.*
- 4: *Applicants are informed that they may be outposted to any sub office of the Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

4. DUTIES

1. To open and close the Library and be in charge of all the keys thereof.
2. To clean the Library and its premises, floors, window panes, reading tables, bureau, shelves and other equipment in the Library.
3. To help in the processing of library materials, stamping, affixing issue labels and book corners.
4. To carry printed library materials to the binder for binding purposes and make photocopies of documents as and when required.
5. To collect materials and other items for the Library from stores.
6. To be responsible for the preservation of books by applying plastic protectors and covers.
7. To exert strict control at entrance as well as exits in the Library with a view to minimizing losses and to deter thefts which include supervision of school bags, parcels, etc left by subscribers.
8. To keep shelves tidy and re-arrange books on shelves and periodicals on reading tables/shelves.
9. To do all dispatch work of the Library, letters, books, periodicals, etc.
10. To collect the newspapers and parcels of ordered books from the Post Office.
11. To take delivery of books or periodicals purchased from different bookshops and assist in sorting and arranging Library materials.
12. To make photocopies of documents, as and when required.
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 incumbents in the roles ascribed to them according to their postings.

NOTE: Library Auxiliaries (formerly Library Attendants) are expected to work on a roster basis or at staggered hours.

5. MODE OF APPLICATION

- (i) Qualified candidates should submit their applications on **LGSC Form 7a** which may be obtained either from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from the Municipal City Council of Port Louis.

Note: Details of this advertisement as well as the application form (LGSC Form 7a) are also available on the following address: <http://lgsc.govmu.org>

- (ii) 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.
- (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 Auxiliary (formerly Library Attendant)
Municipal City Council of Port Louis"**

6. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15.00 hours Wednesday 11 February 2026**.

IMPORTANT

- (i) *Applicants 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) *Applicants should ensure that they provide their valid mobile number as they may be called for interview by way of text message, if found eligible.*
- (iii) *Qualifications/equivalence of qualifications and recognition of institution obtained after the closing date will not be accepted. Only qualified persons should apply.*

- (iv) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.*
- (v) Applications not made on the prescribed form will not be considered.*
- (vi) 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.*
- (vii) 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: 29 January 2026