

Local Government Service Commission Circular Note No. 32 of 2009

Vacancy for the Post of Library Attendant

Municipality of Vacoas-Phoenix

(Details also available at <http://lgsc.gov.mu>)

Applications are invited from among serving employees including part-timers and relievers of the Municipality of Vacoas-Phoenix who wish to be considered for appointment as Library Attendant in that Municipal Council.

The permanent and pensionable post carries salary in the scale of Rs 8000 x 200 – 10200 x 250 – 11700 x 300 – 12600 a month.

Appointment in a temporary capacity carries salary at the flat rate of Rs 8000 a month plus salary compensation at approved rates.

2. Qualifications:

By selection from among employees including serving part-timers and relievers of the Local Authority who:

- (i) possess the Certificate of Primary Education;
- (ii) have a good knowledge of English and French."

Note: Employees reckoning 20 years service in a single grade will also be considered though they do not possess the Certificate of Primary Education.

3. 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 Attendants are expected to work on a roster basis or at staggered hours.

4. Mode of Application:

Qualified candidates should submit their applications :

- (i) (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 the Municipality of Vacoas/Phoenix.

- (b) **or**

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

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 at the office of the Local Government Service Commission, where online facilities are offered, free of charge from 13.00 hours to 15.00 hours on weekdays.

Note 3: Acknowledgement of application will be made as far as possible by email.

- (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 Attendant - Municipality of Vacoas/Phoenix"

4. 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 **22 December 2009**.

IMPORTANT

- (i) 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 be rejected.
- (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 not to make any appointment following this advertisement.

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

Date:08 December, 2009

YK/jg