

National Library

Scheme of Service

Post: Library Clerk

Salary: Rs7,025 x 150 – 7,325 x 175 – 8,200 x 200 – 9,000
x 250 – 10,000 x 300 – 10,600 x 400 – 13,400 (NL 6)

Qualifications: A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics/Principles of Accounts obtained on one certificate or a General Certificate of Education “Ordinary Level” with passes not below grade ‘C’ in at least five subjects including English Language, French and Mathematics/Principles of Accounts obtained on one certificate.

NOTE

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 Library and Information Assistant Certificate of the City and Guilds of London Institution or the Certificate in Library and Information Studies from a recognised institution.

OR

Equivalent qualifications to A & B above acceptable to the Board.

Duties:

1. To assist in the performance of library duties, including classification, cataloguing and reference work.
2. To process Library materials including books to be repaired.
3. To carry out circulation duties.

4. To carry out shelving and shelf listing of books on a regular basis.
5. To supervise reading rooms and other sections of the National Library.
6. To perform such cognate duties as may be assigned.

Note:

The Library Clerk may be required to work outside working hours.