

# National Library

## Scheme of Service

- Post:** Librarian
- Salary:** Rs 14,200 x 400 – 15,000 x 500 – 17,000 x 600 - 20,000 x 800 – 27,200 (NL 15)
- Qualifications:**
- A. A Cambridge Higher School Certificate or passes in at least 2 subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
  - B. A degree in Library and Information Science from a recognised institution or a degree in an academic field and a postgraduate diploma in Library and Information Science from a recognised institution.

### OR

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

- C. At least three years’ experience in Library Works.

Candidates should be Registered Professional Librarians of Mauritius.

### Note

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of any experience claimed.

- Duties:**
1. To assist in the day to day running of the Library.
  2. To control, co-ordinate and supervise the work of officers working under his responsibility.

2.

3. To advise on selection of library materials and equipment, stock development and use.
4. To compile and maintain such relevant bibliographies or bibliographic databases and union catalogues.
5. To assist users in bibliographical search, manual or computerised.
6. To attend to reference service and assist users when necessary.
7. To assist in planning and research in library matters.
8. To assist in information handling techniques.
9. To be involved in technical services, i.e. cataloguing, classifying, indexing and abstracting library materials.
10. To perform such cognate duties as may be assigned.

**Note:**

The Librarian may be required to work outside working hours.