

National Library

Scheme of Service

- Post:** Library Officer
- Salary:** Rs10,600 x 400 – 15,000 x 500 – 17,000 x 600 – 19,400 (NL 12)
- Qualifications:**
- A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics/Principles of Accounts 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. A Cambridge Higher School Certificate with passes at Principal Level in at least two subjects obtained on one certificate **or** a General Certificate of Education “Advanced Level” with passes in at least two subjects obtained on one certificate.
- C. A Diploma in Library and Information Studies from a recognised institution.

OR

The “Certificat d’Aptitude aux Fonctions de Bibliothécaire” from a recognised institution.

OR

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

Duties:

1. To order, organise and process Library materials.
2. To catalogue and classify Library materials.
3. To compile bibliographies.
4. To input data into the computerised bibliographic database.
5. To assist in reference work and bibliographic search.
6. To perform such cognate duties as may be assigned.

Note:

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