

National Library

Scheme of Service

Post: Office Supervisor

Salary: Rs11,400 x 400 – 15,000 x 500 – 16,000 (NL 9)

Qualifications: By selection from among officers in the grade of Clerk/Word Processing Operator reckoning at least 10 years service in a substantive capacity in the grade and possessing:

- (i) knowledge of work procedures in the organisation;
- (ii) ability and initiative in problem solving;
- (iii) organising and supervisory skills.

Note: In the absence of suitable candidates, selection will be made from among officers in the grades of Clerk/Word Processing Operator and Clerical Officer/Higher Clerical Officer in the Public Sector reckoning at least 10 years experience in clerical duties and possessing:

- (i) knowledge of work procedures in the public sector;
- (ii) ability and initiative in problem solving;
- (iii) organising and supervisory skills.

Duties:

1. To be responsible for the proper running of small sections, including the Registry.
2. To monitor the use of National Library's vehicles and to Organise transport for official purposes.
3. To attend to queries from members of the public and to provide them with relevant information.
4. To ensure that the work place is kept clean and tidy and that health and safety norms are observed.
5. To supervise, advise and guide junior staff.
6. To assist in:
 - (a) the organisation of official functions and welfare activities;
 - (b) the provision of proper office accommodation, furniture and equipment and their proper maintenance.
7. To perform such cognate duties as may be assigned.