

# National Library

## Scheme of Service

**Post:** Purchasing and Supply Officer

**Salary:** Rs9,000 x 250 – 10,000 x 300 – 10,600 x 400 – 15,000 (NL 7)

**Qualifications:** A. A Cambridge School Certificate with credit in at least three subjects including English Language and Mathematics/Principles of Accounts obtained on one certificate or a General Certificate of Education ‘Ordinary Level’ with passes in at least five subjects with at least grade ‘C’ in three subjects including English Language and Mathematics/Principles of Accounts obtained on one certificate or an equivalent qualification acceptable to the Board.

### **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 least two years proven experience in stores duties.

### **Duties:**

1. To be in charge of stores and stationery including the purchasing function.
2. To keep and update store records.
3. To prepare tender documents.
4. To accept materials into stores that comply with requisition orders and are in good condition.
5. To verify that physical quantities tally with quantities in stores ledger.
6. To perform such cognate duties as may be assigned.