



National
Library

NATIONAL LIBRARY

(Republic of Mauritius)



2nd Floor, Fon Sing Building, 12 Edith Cavell Street, Port Louis, Mauritius
Tel : 211 9891 Fax : 210 7173 E-mail: natlib@intnet.mu Website: <http://www.national-library.mu>

RF No. 062
MS ISO. 9001.2015

SCHEME OF SERVICE

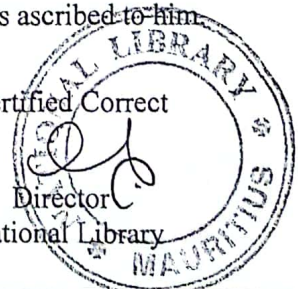
Organisation:	National Library
Post:	Library Attendant
Salary:	Rs14725 x 250 – 15225 x 260 – 17825 X 275 – 18925 x 300 – 19525 x 325 - 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950 (NL 2)
Effective Date:	04 February 2016
Qualifications:	By selection from among candidates who possess a Cambridge School Certificate <u>or</u> have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject <u>or</u> an equivalent qualification acceptable to the National Library Board.

Duties

1. To collect from and deposit the keys of the National Library to the nearest Police Station.
2. To open and close the National Library.
3. To clean and maintain the Library and the premises including window panes, furniture, equipment and library materials.
4. To run errands in connection with library work, answer telephone calls as and when required.
5. To direct visitors.
6. To keep watch over the Library and its premises during opening hours, and to maintain order and discipline.
7. To assist in sorting and arranging library materials for shelving and to help Library staff in stock taking, write-off, and transfer of library materials, etc, whenever required.
8. To prepare library stationery, book jackets, to process library materials for shelving and storing and to do minor book repairs.
9. To report any burglary, theft or illegal entry or suspicious activities on and around the premises of the Library.
10. To supervise the use of computers by users in Library.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Library Attendant in the roles ascribed to him.

Certified Correct

Director
National Library



The National Library is a parastatal body operating under the aegis of the Ministry of Arts and Cultural Heritage