



REPUBLIC OF MAURITIUS

MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY

EST 2/061 V2

Circular Note No. 22 of 2024

From: **Supervising Officer, Ministry of Education, Tertiary Education, Science and Technology**

To: **Ag Director, Education Zones 1 - 4
Manager, Procurement and Supply, (Procurement Section) & (Warehousing Section)
Manager, Human Resources, Education Zones 1 - 4
Head of Divisions/Sections/Schools/Public Libraries/SEN Resource Centres**

Vacancy for Post of Library Auxiliary/Senior Library Auxiliary

Applications are invited from qualified serving employees on the permanent and pensionable establishment of the Ministry of Education, Tertiary Education, Science and Technology who wish to be considered for appointment as Library Auxiliary/Senior Library Auxiliary in this Ministry.

2. QUALIFICATIONS

- A. By selection from among employees on the permanent and pensionable establishment of the Ministry who possess a Cambridge School Certificate or passes obtained 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 or an equivalent qualification acceptable to the Public Service Commission;
- B. Candidates should -
- (i) possess good interpersonal and communication skills; and
 - (ii) have the ability to work in a team.

3. DUTIES

1. To collect keys of the Library where posted and deposit same from/to the nearest Police Station/Police Post.
2. To open and close the Library.
3. To maintain, clean and dust the rooms, including window panes, furniture and materials of the Library.
4. To run library errands and respond to calls.

5. To keep watch over the Library during opening hours.
6. To assist in the compilation of library materials/information needed by library users for research and/or project writing.
7. To assist in sorting and arranging library materials for shelving and to help library staff in stock-taking and write-off, as and when required.
8. To prepare library stationery, book jackets and process all library materials for shelving including doing minor book repairs.
9. To supervise the use of computer in the Library.
10. To ensure that all switches/lights are turned off before leaving the library.
11. To assist in the arrangement of furniture and equipment within the library.
12. 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 the Library Auxiliary/Senior Library Auxiliary in the roles ascribed to him.

Note:

Library Auxiliary/Senior Library Auxiliaries may be required to work on a roster basis to cover the opening hours of public libraries.

4. SALARY

The permanent and pensionable post of Library Auxiliary/Senior Library Auxiliary carries salary in scale Rs 14,725 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 25,525 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 14,725 a month plus salary compensation at the approved rate. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.

5. MODE OF APPLICATION

- (a) Qualified candidates should submit their applications on the enclosed prescribed Application Form **in duplicate** as follows:
 - (i) the original Application Form duly filled in together with copies of Birth, Marriage (where applicable) and Educational Certificates should be sent directly to the Supervising Officer, Ministry of Education, Tertiary Education, Science and Technology within the closing date for submission of applications; and

- (ii) the duplicate through their respective Head of Divisions/ Sections/Schools/Public Libraries who, after completing Part B, will forward it to the Manager, Human Resources of their respective Zone for filling of Part C before transmitting it to the Supervising Officer, Ministry of Education, Tertiary Education, Science and Technology within a week after the closing date.
- (b) Applications **not** made on the prescribed form will not be accepted.
- (c) Photocopies of Birth, Marriage (where applicable) and Educational Certificates and the National Identity Card should be submitted along with the Application Form.
- (d) This Circular Note together with the Application Form are available on the website of the Ministry of Education, Tertiary Education, Science and Technology at the following address: <http://ministry-education.govmu.org>
- (e) Envelopes should be clearly marked "Post of Library Auxiliary/Senior Library Auxiliary" on the top left corner.

6. IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of the candidate. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment;
- (ii) Qualifications obtained **after** the specified closing date and time for the submission of applications will not be considered;
- (iii) The onus for the prompt submission of applications so that they reach the Supervising Officer, Ministry of Education, Tertiary Education, Science and Technology in time lies solely on applicants. Only qualified employees should apply;
- (iv) The originals of Birth, Marriage and Educational Certificates should **not** be submitted with the application, but applicants should produce these if and when called upon to do so; and
- (v) Head of Division/Sections/Schools/Public Libraries should ensure that the contents of this Circular Note are brought to the attention of all eligible employees and that, in case of eligible employees who are **overseas or on leave**, a copy of this Circular Note together with Application Form are despatched to these employees on the very day on which the Circular Note reaches their Division/Section/School/Public Libraries.

7. **CLOSING DATE**

Applications should reach the **Supervising Officer, Ministry of Education, Tertiary Education, Science and Technology, (Human Resource Section), 2nd Floor, MITD House, Phoenix 73544**, not later than **3.30 p.m on Tuesday 23 April 2024.**

Date: 03 April 2024

**Ministry of Education, Tertiary Education,
Science and Technology
MITD House
Phoenix, 73544**