



REPUBLIC OF MAURITIUS
MINISTRY OF EDUCATION AND HUMAN RESOURCE

EST 2/061 V3

Circular Note No. 18 of 2025

From: **Senior Chief Executive, Ministry of Education and Human Resource**

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

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 and Human Resource who wish to be considered for appointment as Library Auxiliary/Senior Library Auxiliary in this Ministry.

Note: Candidates who applied for the post in response to Circular Note No. 22 of 2024 should submit fresh applications.

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 rates. 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 Senior Chief Executive, Ministry of Education and Human Resource 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 Senior Chief Executive, Ministry of Education and Human Resource within a week after the closing date. For employees not posted in Zones, the second copy should be submitted to the Manager, Human Resources, Headquarters (Minor and Other Grades Section).

- (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 and Human Resource 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 Senior Chief Executive, Ministry of Education and Human Resource 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 Divisions/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 Library.

7. **CLOSING DATE**

Applications should reach the Senior Chief Executive, Ministry of Education and Human Resource, (Human Resource Section), 2nd Floor, MITD House, Phoenix 73544, **not later than 3.30 p.m on Monday 15 September 2025.**

Date: 26 August 2025

Ministry of Education and Human
Resource MITD House
Phoenix, 73544