

SCHEME OF SERVICE

Organisation: Mauritius Standards Bureau

Post: Standards Information Clerk

Salary: Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400
– 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825 – MSB 8

- Qualifications: A
- (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
 - (b) Passes not below Grade C in at least five subjects including English Language, French and mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained 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
 - (c) An equivalent qualification acceptable to the Standards Council.

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. The Library and Information Assistant Certificate of the City and Guilds of London Institution or the Certificate in Library and Information Studies from a recognised institution

OR

Equivalent qualifications to A and B above acceptable to the Standards council.

Duties:

1. To perform library duties such as classification, cataloguing and reference work.
2. To register and control issues of periodicals and documents.
3. To charge and discharge library materials.
4. To register new books and input entries on the database
5. To carry out shelving and shelf listing on a regular basis.
6. To keep records of the number of readers and books issued and other library statistics.
7. To circulate newly acquired additions to the library and documentation centre.
8. To control the inflow of visitors and users of the library.
9. To keep records of press-cuttings relating to the activities of the Bureau.
10. 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 Standards Information Clerk in the roles ascribed to them according to their postings.