

PRIVATE SECONDARY EDUCATION AUTHORITY**POST: LIBRARY CLERK (P S S)**

- QUALIFICATIONS :** A Cambridge School Certificate with credit in **at least five subjects** including English Language, French, Mathematics or Principles of Accounts and a Certificate in Library Studies from the University of Mauritius **or** an alternative acceptable qualification.
- SALARY :** Rs 14,050 X 275 - 15,150 X 300 – 15,750 X 325 – 17,700 X 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 30,175
- Rs 19,575 X 475 - 21,950 X 625 – 23,200 X 775 – 31,725
(personal to holders in post at 30.6.93)
- Duties :**
- 1) To control and operate the school library.
 - 2) To sort and arrange books, periodicals and other library materials.
 - 3) To charge and discharge library materials and keep library statistics.
 - 4) To receive, take on charge and process library Materials.
 - 5) To keep index of books and to update library records.
 - 6) To report on lost and damaged or overdue library materials.
 - 7) To file, catalogue and issue cards.
 - 8) To maintain order and discipline in the library.
 - 9) To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the Library Clerk in the role ascribed to him/her.