



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:** Clerk/Word Processing Operator
- Salary:** Rs16785 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 (NL 9)
- Effective Date:** 21 March 2018
- Qualifications:**
- A. (i) 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
- (ii) 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 (a) in five subjects including English Language with at least Grade C in any two subjects or (b) in six subjects including English Language with at least Grade C in any one subject.

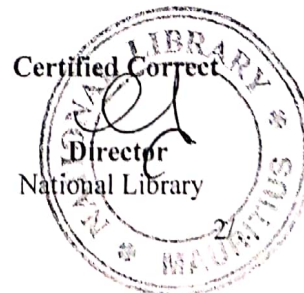
Note:

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. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education ‘Advanced Level’

OR

Equivalent qualifications to A and B acceptable to the Board.



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

- C. A Certificate in keyboarding or typewriting with a speed of at least 25 words a minute from a recognised institution.
- D. A Certificate in Word Processing or Data Processing from a recognised institution.
- E. Candidates should –
 - (i) possess good communication skills; and
 - (ii) have a positive attitude towards work.

Qualification at A above should have been obtained prior to qualification B above.

Candidates should produce written evidence of knowledge claimed.

NOTE 1

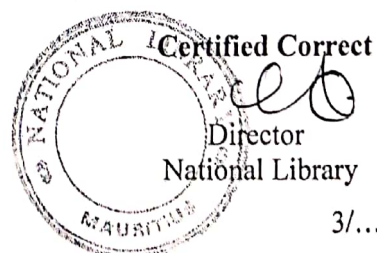
Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test arranged by the National Library.

NOTE 2

Candidates not possessing qualification at D above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test arranged by the National Library.

Duties:

1. To perform clerical and word processing duties including, *inter-alia*:
 - (i) the preparation, scrutiny and processing of documents, records and data entry;
 - (ii) registry work;
 - (iii) simple finance, human resources and stores duties under supervision; and
 - (iv) drafting replies to simple correspondence.



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2. To type and collate letters/documents.
3. To perform word processing duties and computer/data processing work.
4. To maintain files of correspondence, forms, reports and other materials.
5. To receive, sort and process mail and to prepare materials for mailing.
6. To photocopy reports and other documents and operate standard office machines, e-mail services and carry out secretarial duties, as and when required.
7. To keep records regarding documents, books and magazines of the National Library and assisting users by providing relevant information, whenever required.
8. To carry out simple research work in connection with official documents.
9. To prepare simple documents subject to check.
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 Clerk/Word Processing Operator in the roles ascribed to him.

Certified Correct

