

## 64. NATIONAL LIBRARY

- 64.1 The National Library (NL), operating under the *aegis* of the Ministry of Arts and Cultural Heritage, envisions to be the nation's leading documentary resource pertaining to the Republic of Mauritius and the apex library serving the needs of the Mauritian people at large in research, scholarship and creativity.
- 64.2 Its main objectives are, among others, to: promote and encourage the use of library materials; acquire library materials generally, and, in particular, a comprehensive collection of library materials relating to Mauritius; collect, receive and preserve all library materials required to be deposited in the library; act as the national bibliographic centre; and maintain the national bibliography and other bibliographies.
- 64.3 Being at the apex of the organisation, the Director manages the day-to-day activities of the organisation. In the exercise of his functions, the latter is assisted by an array of professional, technical and supporting staff.
- 64.4 In the context of this review exercise, no major proposals have been made from the staff side save for request pertaining to a change in appellation of grades in the finance section and its alignment with the Finance Officer Cadre in the Public Service. On the other side, Management requested for the creation of grades of Head Librarian, Handy Worker, Office Supervisor, Safety and Health Officer, General Worker, Internal Control Officer, Administrative Manager and Head Finance and Accounts to cater for future expansion in the activities of the National Library.
- 64.5 During consultative meeting, the staff side was informed that the mode of appointment, nature of duties and level of responsibility of the Accounts Officer Cadre and Finance Officer Cadre differ considerably and as such the restyling of the grades of Accounts Clerk, Accounts Officer, Senior Accounts Officer and Accountant could not be acceded to.
- 64.6 Management was apprised that grades are created on the basis of current operational needs and was also directed to consult the guidelines for creation of grades as recommended in the Bureau's previous Reports. They were equally advised to submit requests for the establishment of additional grades, on an *ad hoc* basis, as and when dire need is felt to cater for expansion of activities.
- 64.7 Based on additional information received from Management, the Bureau considers that the request for creation of the grade of Internal Control Officer cannot be entertained at this stage as the organisation is availing the services of Internal Control Officer from the Ministry of Finance, Economic Planning and Development. As far as the grade of Health and Safety Officer is concerned, same is not mandatorily required as per Section 30 of the Occupational Safety and Health Act 2005.
- 64.8 We are in this Report providing for the grade of General Worker and revising the allowance payable to incumbents in the Library Attendant Cadre.

**General Worker (New Grade)**

64.9 Management has, among others, submitted that the grade of General Worker is required on its establishment so that the National Library can avail of support services for general cleaning and minor tasks to be carried out. The Bureau is agreeable to the request and is recommending accordingly.

**Recommendation 1****64.10 We recommend the creation of the grade of General Worker.**

64.11 Incumbents would be required, among others, to perform manual work not requiring specific skills such as cleaning of offices and premises; lawn mowing, loading and unloading of materials; and assist in performing office attendant duties, as and when required.

**Administrative Secretary**

64.12 At present, appointment to the grade of Administrative Secretary is made by selection from among candidates who possess a Degree in Management or Business Administration and reckon at least three years' experience in administration/managerial duties. Request was made on, *ad hoc* basis, for an amendment in the scheme of service of the grade of Administrative Secretary such that recruitment thereto is made from candidates who possess a Degree in Management or Business Administration from a recognised institution or an equivalent qualification and who reckon at least five years' post qualification experience in administrative duties together with the inclusion of new set of duties. Upon perusal of the proposed duties with those of the professional cadre, we noted that there is an overlapping of duties between the two cadres together with a mismatch in the responsibility.

**Allowance for Library Attendant**

64.13 At present, a monthly non-pensionable allowance of Rs 350 is paid to incumbents in the Library Attendant Cadre for collecting and depositing keys at the Police Station. We are maintaining this provision while revising the quantum of the allowance.

**Recommendation 2**

**64.14 We recommend that a monthly non-pensionable allowance of Rs 375 be paid to incumbents in the Library Attendant Cadre at the National Library who have to cover, over and above the home to office journey and back, an aggregate of two to six kilometres daily to collect and deposit keys at the Police Station.**

**64. NATIONAL LIBRARY****SALARY SCHEDULE**

- NL 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150**  
General Worker (New Grade)
- NL 2 : Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950**  
Library Attendant
- NL 3 : Rs 17045 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25525**  
Senior Library Attendant
- NL 4 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**  
Driver/Office Attendant
- NL 5 : Rs 15745 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 – 28225**  
Binder
- NL 6 : Rs 15225 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 – 29875**  
Receptionist/Telephone Operator
- NL 7 : Rs 15485 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 – 31525**  
Microfilm Operator
- NL 8 : Rs 16265 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 – 29875 QB 30700 x 825 – 34825**  
Binder (Personal)
- NL 9 : 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**  
Clerk/Word Processing Operator  
Library Clerk

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- NL 10 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**  
Senior Binder
- NL 11 : Rs 17305 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 – 35650 x 900 – 36550**  
Technician (Audio Visual Library)
- NL 12 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**  
Management Support Officer
- NL 13 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**  
Accounts Clerk  
Assistant Procurement and Supply Officer
- NL 14 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**  
Senior Library Clerk
- NL 15 : Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 39350**  
Office Supervisor
- NL 16 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**  
Confidential Secretary
- NL 17 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**  
Information, Research and Documentation Officer (Ex-SMEDA) (Personal)
- NL 18 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**  
Accounts Officer  
Procurement and Supply Officer
- NL 19 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**  
Library Officer

**64. NATIONAL LIBRARY (Contd)**

- NL 20 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250**  
Senior Accounts Officer
- NL 21 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200**  
Senior Library Officer
- NL 22 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**  
Administrative Secretary
- NL 23 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**  
IT Officer/Systems Administrator  
Librarian
- NL 24 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**  
Accountant
- NL 25 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**  
Senior Librarian
- NL 26 : Rs 110125**  
Director





