



NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURAL HERITAGE

SCHEME OF SERVICE

Organisation : Nelson Mandela Centre for African Culture Trust Fund

Post : Documentation Officer

Salary : Rs23425 x 525 - 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 - 41250
PRB 2021 (NMCAC 7)

Effective Date: 29th August 2018

Qualification: A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two Sittings **or**

- (i) Passes not below Grade C in at least five subjects including English Language, French and Mathematics 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.

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 at 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 subject obtained on one certificate at the General Certificate of Education “Advanced Level”.
C. A Certificate in Library Studies or Librarianship of Information from a recognised Institution.

OR

Equivalent qualifications to A, B and C above from a recognised institution acceptable to the Board.

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



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Note 1: In the absence of qualified candidates possessing a Certificate in Library Studies or Librarianship or Information Studies from a recognized institution, by selection from among candidates who possess the following qualifications:-

- A. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics 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 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.

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 subject obtained on one certificate at the General Certificate of Education “Advanced Level”.

D. At least two years’ experience in a Documentation Centre or reference library duties.

E. Candidates should be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE 2:- The Candidates selected under ‘NOTE 1’ will be appointed in a temporary capacity in the first instance and will be required to follow successfully a course leading to a Certificate in Library Studies or Librarianship or Information Studies from a recognized institution to be eligible for appointment in a substantive capacity.



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Duties

- : 1. To be responsible to the Head, Documentation & Research in carrying out the following duties:
- : (a) to introduce readers to the library service;
- (b) to guide readers in their reading and particularly in research and reference work and collaborate with the Head, Documentation & Research in organising the use of the Documentation Centre in different fields;
- (c) to prepare bibliographical tools for publication;
- (d) to classify and catalogue books;
- (e) to keep such library registers as may be necessary;
- (f) to maintain the library collection properly;
- (g) to build up collection of non-book materials;
- (h) to organise display of books and audio-visual materials;
- (i) to input list of books and periodicals in the computer;
- (j) to do minor Research work; and
- (k) to assist in the organisation of artistic cultural and educational activities.
2. To use ICT in the performance of duties.
3. To perform other such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Documentation Officer in the roles ascribed by him.

Certified Correct

Name:.....

Designation:.....

Date:.....