



**LIMITED COMPETITIVE EXAMINATION
FOR RECRUITMENT TO GRADE III OF
SRI LANKA GOVERNMENT LIBRARIANS'
SERVICE - 2017**

ACCORDING to the provisions of the Sri Lanka Government Librarians' Service Minute published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka of No. 2024/35 dated 21.06.2017, the limited competitive examination for recruitment to Grade III of Sri Lanka Government Librarians' Service shall be held in Colombo in the month of December 2017.

2.0 The applicants who have satisfied qualifications based on the merit on the results of this examination will be selected for appointment to the posts in Grade III of Sri

Lanka Government Librarians' Service. The number and the effective date of appointments shall be determined by the Director General of Combined Services. The Appointing Authority shall reserve the right not to fill all or certain number of vacancies.

3.0 *Salary*.- According to the Public Administration Circular No. 03/2016 dated 25.02.2016, salary segment applicable to Grade III of Sri Lanka Government Librarians' Service is MN-3-2016 and the monthly salary scale is Rs. 31,040 -10x445 -11x660 - 10x730 - 10x750 - Rs. 57,550 and you are entitled to the said salary from 01.01.2020. Salaries shall be paid from the effective date of the appointment as per the provisions of Schedule II of the above circular.

Note.— Incremental benefits shall be granted subject to the rules and regulations applied for salary increments implemented at the time of appointment.

4.0 This post is permanent and pensionable.

5.0 *Service conditions :*

- (i) An officer appointed to the Grade III of Sri Lanka Librarians' Service on the results of the Limited Competitive Examination shall be subjected to a period of acting of one year from the date of appointment. Such officer shall be confirmed in the post if the Appointing Authority is satisfied to the effect that his/her work, conduct and attendance are satisfactory during the said period of acting. However the officer should pass the first Efficiency Bar Examination within three (03) years from the date of appointment.
- (ii) The officer shall compulsorily serve at the service station to which he/she is appointed at first for three years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.
- (iii) The officer is required to obtain the proficiency in the prescribed official language before the lapse of 05 years from the date of appointment as per the Public Administration Circular No. 01/2014.
- (iv) This position is permanent and pensionable.

6.0 *Qualifications.*— Applicants are required to possess following qualifications for sitting this examination :

6.1 *Educational Qualifications :*

- (a) Shall have passed G. C. E. (O/L) Examination with Six (06) subjects including Sinhala/Tamil/English and Mathematics with at least two credit passes in not more than two sittings.

6.2 *Professional Qualifications :*

- (a) Shall have completed the first year of the three year diploma in Library Science from a university recognized by the University Grants Commission ;

or

- (b) Shall have successfully completed the first year of the three year Diploma in Library Science offered by Sri Lanka Library Association.

6.3 *Experience :*

- (a) Shall have been confirmed in the post of Library Assistant/Library Employee of service category of departmental preliminary non skilled (PL-01) in public service and completed an active service period of 10 years in the said post.
- (b) If the certificate has been obtained by completing at least one of the above diploma course mentioned in (a) and (b) of 6.2 above, it is sufficient for such applicants to have been confirmed in the post of library assistant/library employee of Departmental Primary Unskilled Service Category (PL-01) and completed an active and satisfactory service period of 05 years immediately preceding the Application closing date.

(The maximum age limit shall not be applicable in this regard)

Note :

- 1. It is compulsory to satisfy all the qualifications relevant to the post on or before the application closing date.
- 2. Those who have satisfied requirements indicated in (a) (b) below as per the para 6.3(a) above shall be treated as having become qualified to apply for the examination.
- (a) Shall have earned all the salary increments falling within the 05 years immediately preceding the application closing date.
- (b) Shall have not been subjected to any disciplinary punishment within 05 years immediately preceding the application closing date (Except warning).
- 3. Every applicant shall be physically and mentally fit in every aspect to perform the duties of the post and to serve in any part of Sri Lanka.
- 4. Shall be of excellent character.
- 5. Shall have completed a satisfactory period of at least 05 years immediately preceding

the application closing date in a permanent appointment of public service as at the application closing date and it shall have been confirmed by the Head of the Department.

7.0 Scheme of Examination. This examination will consist of three question papers. The examination will be held in Sinhala, Tamil and English media and the applicants will not be allowed to change the medium of examination selected by them.

<i>Subjects</i>	<i>Marks</i>	<i>Duration</i>	<i>Pass mark</i>
(i) Library Science	100	03 hrs.	40%
(ii) Intelligence Test	100	01 hr.	40%
(iii) General Knowledge	100	01 hr.	40%

The syllabus prescribed for the above subjects is as follows :

7.1 (01) Library Science :

1. Libraries and Librarianship

Libraries and history of libraries,
Role of the members of libraries,
Origin and evolution of the books,
various documents and non printed media,

Organization of professionals :

American and British Library

Associations,

Sri Lanka Library Association,

Types of libraries

Libraries in schools and academic institutions

Libraries in the Government Ministries and Departments, Public libraries

Library committees,

Conservation and preservation.

2. Knowledge and Organization of Information

Classification of books, objectives and benefits of the same basic rules of classification of books

Dewey decimal classification

Cataloguing and objectives of cataloguing

Anglo-American cataloging Rules - 2 (AACR)

Entries and book description

Types of catalogues.

3. Library Resources and Information Services

Various library resources

Selection of library resources and the selection process,

Acquisition and its process,

Processing,

Stock verification and weeding process.

4. Information Communication Technology

Effects of the computer technology on library services.

* Duration is 03 hours

7.2 (02) Intelligence Test :

This paper will be designed to assess the applicant's capacity for comprehension, quantification and perception of time-space relations by measuring applicant's inference and responses to problems presented in verbal, numerical and spatial context.

- Paper consisting of 50 questions in the nature of multiple choice questions and questions for short answers. All the questions are compulsory. Duration is 01 hour.

7.3 (03) General Knowledge :

This paper will be designed to assess the applicants' awareness and understanding of social, cultural, educational, political, economical and any other relating factors operating at national, regional and global environment or organizations as well as our society and also to assess general knowledge of applicants in Library Science and library field.

- Paper consisting of 50 questions in the nature of multiple choice questions and questions for short answers. All the questions are compulsory. Duration is 01 hour.

(Question papers for intelligence test and general knowledge shall be prepared in relation to field III under recruitment examination classification of the Department of Examinations.)

Applicants should score a minimum of forty percent (40%) marks for each paper to become qualified for an appointment. Appointments will be made strictly following the order of merit so as to fill the number of vacancies reserved for limited competitive examination.

8.0 *Examination Fees.*- Examination fee is Rs. 600. This fee can be paid to any post office or sub post office under the head 2003-02-13 of the Commissioner General of examinations. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of the receipt for future reference). It is kindly informed that any fee would not be charged in addition to the said exam fee. Under no circumstances the examination fee will be refunded and money orders and stamps are accepted.

9.0 *Applications.*- Applications should be prepared in the following manner using both sides of a paper of size A4 (21x29cm) (normal halvesheets).

- (a) Cages from 1 to 3.4 should appear on the first side of the page.
- (b) Cages from 4 onwards should appear on the other pages using both sides of the sheet of paper and the application should be filled in the same language applicant expects to sit for the exam.
- (c) The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

9.1 Since applications which are incomplete and not prepared in accordance with the specimen form included in the notification shall be rejected without any notice, applicants shall ensure that the application complies with the specimen given in the notification, all the particulars included in the application are accurate, the examination fee has been paid and the details relevant to the same have been included in the application and the receipt is affixed before submitting the application. Further, it would be advisable to keep a photocopy of the completed application form and the receipt relevant to the examination fee and the applicants shall be responsible for any loss incurred by them due to incomplete applications.

9.2 All applicants who have paid prescribed examination fees on or before the closing date of applications and affixed the relevant receipt and completed the application accurately shall be issued admission cards, by the Commissioner

General of Examinations, on the presumption that only those who possess qualifications as indicated in the *Gazette* Notification have forwarded their applications. Issuance of an admission card to a applicant to sit for the competitive examination does not mean to have accepted that she/he possesses all the qualifications to sit for the examination or for this post. If it was found at the instant where the applicants have been called for the interview for verification of qualifications that the applicant does not possess the required qualifications, his or her candidature shall be cancelled.

9.3 The words "**Limited Competitive Examination for Recruitment to Grade III of Sri Lanka Government Librarians' Service - 2017**" should be written on the top left-hand corner of the envelope in which the application is enclosed.

9.4 *Examination Results.*- The results sheet prepared on the order of aggregate of marks of the applicants who secure not less than 40% for each subject as per Para. 7.3 of this notification shall be submitted to the Director General of Combined Services, Ministry of Public Administration and Management. Action shall be taken by the Department of Examinations to send the results to all the applicants personally or publish the results in the website of the Department of Examinations, Sri Lanka www.results.exams.gov.lk.

10.0 Applications duly perfected should be sent by registered post through the Head of the Department to reach the following address on or before 16th October, 2017 and the applicants are requested to submit their applications to the Heads of Department in advance :

Commissioner General of Examinations,
Organization and Overseas Examinations Branch,
Department of Examinations, Sri Lanka,
P. O. Box 1503, Colombo.

11.0 *Appearing for the Examination.*- A notification will be published in the newspapers by the Sri Lanka Examination Department as soon as the admission cards are issued to the applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps should be taken to notify the Organization and Overseas Examinations Branch Department of Examinations, in the manner specified in the advertisement. When making such notice the name of the examination, full name of the applicant, national identity card number and address shall be indicated accurately. In case of applicants outside

Colombo, it would be advisable to send a letter of request including the said details indicating a fax number to which a copy of the admission card can be obtained promptly to the fax number mentioned in the advertisement. It would be advisable to keep the following in hand at the time of calling in order to prove any detail inquired by the Department of Examinations : i. e. copies of the application form kept at your possession, the receipt obtained for the payment of the examination fee and receipt of registration of the application.

12.0 The Head of Department should be prepared to release the officer if he/she is selected for an appointment. The Head of Department shall issue a certificate attached at the end of the application. Further, Heads of Departments shall approve duty leave for applicants who have been issued admission cards for the examination by the Commissioner General of Examinations, Travelling expenses shall not be paid.

12.1 *Certifying the signature.*— The signature of the applicant in the application and the admission card for the examination shall have been attested by the Head of Department or an authorized staff officer.

12.2 Every applicant should furnish the admission card in which his/her signature has been attested to the supervisor of the examination on the first day on which he/she sit for the examination.

13.0 Applicants should furnish only one of the following documents to the Supervisor of the examination to prove their identity :-

- (i) National Identity Card issued by the Department for Registration of Persons,
- (ii) A valid passport.

14.0 *Penalty for Furnishing False Information.*— The applicant should be very careful to include correct particulars in the application. If it is found that any applicant is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before during or after the examination. Further, if it is found that any information furnished by an applicant is false, he/she is liable to dismissal from the Public Service at any time.

15.0 Applicants shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and issuing results. The rules imposed for the applicants are printed separately in the *Gazette* notification. They are liable to be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

16.0 This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein shall be determined by the Director General of Combined Services. All the applicants shall be bound to act in accordance with the common rules and regulations indicated in this *Gazette* notification.

K. V. P. M. J. GAMAGE,
Director General of Combined Services,
Ministry of Public Administration and Management.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
31st of August, 2017.

Specimen Application Form

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF SRI LANKA
GOVERNMENT LIBRARIANS' SERVICE - 2017

(For office use only)

Language Medium :

Sinhala	-	2	<div></div>
Tamil	-	3	
English	-	4	

(Indicate the relevant number clearly in the relevant cage)

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- 1.0 1.1 Name with initials :_____.
(In English block capitals)
Eg. : GUNAWARDHANA, M. G. B. S. K.
- 1.2 Name in full (In English block capitals) :_____.
- 1.3 Name in full (In Sinhala/Tamil) :_____.
- 2.0 2.1 Name and address of Office/Department/Institution (In English block capitals) :_____.
- 2.2 Name and address of Office/Department/Institution (In Sinhala/Tamil) :_____.
- 2.3 Address to which the admission card should be sent (In English block capitals) :_____.

- 3.0 3.1 Sex : Female - 1 ☐
Male - 0 ☐
(Indicate relevant number in the cage)

3.2 National Identity Card No. :

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3.3 Date of Birth : Date

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 Month

--	--

 Year

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3.4 Telephone Number :

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4.0 *Particulars of the Service :*

- 4.1 Name of the Department where the applicant serves at present :_____.
- 4.2 Designation of the Present Post :_____.
- 4.3 Date of appointment to the present post :_____.
- 4.4 Whether you have been confirmed in the present post :_____.
- 4.5 If confirmed, the date of eligibility for confirmation :_____.
- 4.6 Reference No. and date of the letter of confirmation in the present post :_____.

5.0 *Educational Qualifications :*

Particulars of three year Diploma course of which the first year has been passed by the applicant to be eligible to sit for this examination as per Para 6.2(a) and (b) of the examination notification.

- (i) University/Institute :_____.
- (ii) Diploma :_____.
- (iii) Year in which the applicant passed the first year of the course :_____.

6.0 Particulars of the receipt obtained for the examination fee :

- (i) Post Office/Sub Post Office to which the payment has been made :_____.
- (ii) Number and date of the receipt :_____.
- (iii) Amount paid :_____.

<p>Receipt is to be affixed here so as not to be detached. (Please keep a photocopy of the receipt)</p>
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7.0 *Applicant's Certificate :*

- (i) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to suffer any loss that may be caused as a result of any information not being completed and/or any information erroneously being included here. I also state that all sections herein have been correctly filled.
- (ii) I am aware that if any particulars contained herein are found to be false I am liable to be disqualified before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(iii) I hereby agree to abide by all the rules and regulations imposed by the Commissioner General of Examinations for the purpose of holding this examination.

(iv) I do not change any information mentioned herein later.

_____,
Signature of Applicant.
(In the presence of the Head of Department)

Date : _____.

Attestation of Applicant's Signature

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally and that he/she placed his/her signature in my presence on and further the officer has paid the prescribed examination fee and pasted the receipt on the application.

_____,
Signature of the Officer attesting the signature.

Date : _____.

Name in full of the Officer, attesting
the signature : _____.
Designation : _____.
Address : _____.
(To be confirmed by official stamp)

Certification by the Head of the Department

I certify that,

- (i) Mr./Mrs./Ms the applicant, is presently employed in this department.
- (ii) He/She has been confirmed in the post of Library Assistant/Library Attendant and has completed a 10 years of active period of service on or before the closing date of applications,
- (iii) A letter has been issued to him/her confirming in the post of Library Assistant/Library Attendant,
- (iv) He/She has completed at least a five years of satisfactory period of service immediately preceding the closing date of applications,
- (v) He/she has not been subjected to any disciplinary punishment within the period of five years immediately preceding the closing date of applications and his/her work and conduct are satisfactory,
- (vi) He/She has earned all the salary increments falling within the five years immediately preceding the closing date of applications,
- (vii) He/She can be released from the present post if selected for a post on the result of the examination,
- (viii) The particulars indicated in his/her application have been compared with the documents of the Department and found to be correct and further he/she is eligible to sit for the examination according to the regulations of the examination notification.

_____,
Signature of the Head of the Department and Official Stamp.

Date : _____.

Name : _____.
Designation : _____.
Address : _____.

Note :

- * The signature should be certified only by the Head of the Department or an authorized staff officer. The officer, who certifies, should be satisfied each and every way with the accuracy of information provided.
- * The applications of those who do not meet the eligibility criteria shall not be submitted to the Commissioner General of Examinations.