

**RECRUITMENT TO THE POSTS OF SRI LANKA LIBRARIANS' SERVICE (CLASS III)  
IN THE LOCAL GOVERNMENT INSTITUTIONS IN THE  
CENTRAL PROVINCE PUBLIC SERVICE – 2017**

01. APPLICATIONS are hereby called for recruitment to the posts of Sri Lanka Librarians' Service (Class III), existing in the Local Government Institutions from both male and female permanent residents of Central Province.
02. These posts are permanent / Shall be contributed to a pension scheme notified by the Government.
03. Salary Scale: P. A. C. 03/2016, MN 3 – 2016.  
Salary will be paid up in accordance with the Schedule No. II of Public Administration Circular 03/2016.

Salary Scale: Rs. 31,040 – 10x445 – 11x660 – 10x730 – 10x750 – Rs. 57,500/-

04.

**04.01. Basis Qualifications:**

- i. Should be citizens of Sri Lanka.
- ii. Should be permanent residents of minimum 3 consecutive years in Central Province.
- iii. The applicants should not be convicted in any court of law under the Penal Code.
- iv. Should be physically sound and with high moral character.

**04.02 Educational and Other Qualifications:**

**04.02.01. Open Recruitments:**

- i. Should be a citizen of Sri Lanka/permanent residents of minimum 3 consecutive years in Central Province, proven at the interview and,
- ii. Should be not less than 18 years and not over 30 years as at deadline of application and,
- iii. Should have passed 6 subjects in G. C. E. (O/L) Examination with Credit passes to Sinhala/Tamil/English language, Mathematics and two subjects at not more than two sittings. Should have passed 05 subjects at one and the same sitting and,
- iv. (a) shall have possessed a three- year diploma on Library Science from a recognized university or,  
(b) Shall have possessed three-year diploma on Library Science from Sri Lanka library Association.

**04.02.02. Limited Recruitments:**

- i. Shall have completed an active service of 10 years in a post of Library Assistants/Library Attendant and being confirmed in the same post. Also the officer shall have completed a satisfactory service of 05 years immediately preceding the date closing date of applications. (Maximum age limit will not be applicable in this respect) and,
- ii. (a) Shall have passed in the first year examination of three-year Diploma on Library Science from a recognized university or,  
(b) Shall have passed in the first year examination of three-year Diploma on Library Science from Sri Lanka library Association.

**Active Period of Service means** – The period of Service excluding half pay leave or no pay leave or break/breaks of service, during which the officer actually engaged in duties entrusted, receiving salaries entitled to the post, earned all increments the salary entitled to the post, subject to the requirements of the Central Province and/or policies of Central Province.

**Satisfactory Service means** – In the period of service, showing average performance, all increments have been earned in due date, without suspension or stop or deferment or break and no punishment or disciplinary actions except warning has been imposed for any offence.

04.03. **Method of Recruitment**

70% of the vacancies shall be filled by the candidates who secured highest marks at the open competitive examination and 30% of the vacancies shall be filled by the candidates who secured highest marks at the Limited Competitive Examination. At the instances where the number of candidates who are qualified under Limited competitive Examination is not sufficient to fill the vacancies, the remaining vacancies shall be filled by the candidates who are qualified under Open Competitive Examination based on the order of marks.

04.03.01. *Subjects:*

The Competitive Examination shall consist of question papers mentioned below..

Library Science	:	Duration 3 hours – 100 marks
Intelligence Test	:	Duration 1 hour – 100 marks
General Knowledge	:	Duration 1 hour – 100 marks

Candidates should score a minimum of 40% of marks for each paper to pass the examination. The recruitment shall be made according to the allocated number of vacancies for competitive examination, based on the merit order of marks scored.

04.03.02. The syllabus, which is mentioned in 04.03.01. can be obtainable through the website ([www.cm.cp.gov.lk](http://www.cm.cp.gov.lk)) of the Chief Ministry of the Central Province.

05. **Method of Application :**

- i. The application should be made according to the specimen mentioned in this notification, be prepared on A4 size (21cm x 29 cm) paper. (So as heads 01 to 06 in the first page, 07 to 11 in the second page and 12 to 14 in the third page of the application)
- ii. Duly completed applications should be sent by registered post to the "Commissioner of Local Government, Department of Local Government, Provincial Council Complex, Pallekele, Kundasale" on or before 15.12.2017 The words "Recruitment to the Posts of Sri Lanka Librarians' Service (Class III) in the Local Government Institutions in the Central Province Public Service - 2017" should clearly be marked on the top left hand corner of the envelop enclosing the application.
- iii. The application shall be marked clearly whether the application for open or competitive examination. The limited applicants should forward their applications through the heads of their Institutions.
- iv. The code number of the District of permanent residency of the candidate should be marked as the District applied for:  

Kandy - 01      Matale - 02      Nuwara Eliya – 03
- v. Applications which are not in accordance with the specimen and incomplete, inaccurate and not comply with the basis qualifications required at the closing date of applications and conditions, incomplete and late applications will be rejected without prior notification. The Department of Local Government, Central Province will not hold any responsibility on delayed and lost applications in post.

- vi. Applicant's signature should be attested by a Principal of a Government School, a Justice of Peace, a Commissioner of Oaths, a Notary Public, a Commissioned Officer of the Armed Forces, a high rank officer of the Police Service or a permanent Government Servant drawing more than Rs. 230,700/- as annual salary.

**Note :** No documents or copies should be attached with the application, except the receipt paid the examination Fees.

06. *Examination Fees:*

The Examination Fees Rupees six hundred (600/-) should be paid in any Divisional Secretariat in the Central Province, in favour of the Revenue Head 20-03-02-13 of the Chief Secretary to the Central Province. The receipt should be attached with the application. Except this receipt, other receipts of payment to other institutions and money orders will be not accepted. It is notable that the examination fees will not be refunded in any circumstance.

07. *Service Conditions and Regulations:*

- i. Should bound by provisions of Establishments Code, Finance Regulations, Provincial Finance Regulations and regulations made by Departments and other orders stipulated from time to time by the Central Provincial Council.
- ii. All officers who joined in the Public Service in a Language other than the Official Languages should acquire the proficiency in Official Language as prescribed within 05 years period of appointment. For the fulfillment of the proficiency in other language prescribed for the post, the test of language course conducted by the Commissioner of Official Languages should be passed as per Public Administration Circular 07/2007, and its consequent within 05 years from the date of appointment. Failure to obtain the proficiency in Official Languages within the periods as prescribed will be a cause for the deferment of salary increments.
- iii. Should complete a compulsory service of 03 years from the date of appointment in the service station appointed, and no any request of transfer will be entertained till the end of that period of service.
- iv. Shall agree to serve in a public library in any one of the Local Government Institution in the Central Province.

08. *Examination Centre :*

This examination shall be conducted in Kandy town. The candidates should forward their admission cards with the attestation of their signatures, to the examination center Supervisor.

09. *Identity of the Candidate:* All candidates are required to prove their identity at the examination hall for every subject appear, to the satisfaction of the Supervisor. The following documents are accepted for that purpose:

- a) National Identity Card issued by the Commissioner General of Registration of Persons.
- b) A valid passport issued by the Department of Immigration and Emigration.

10. *Conduction of Examination :*

This examination shall be conducted by the Central Province Public Service Commission.

11. The Commissioner of Local Government, Central Province reserve such powers to postpone or cancel the examination, selection after examination/not selecting or taking final decision of number of vacancies and on matters not mentioned herein.

12. The Commissioner of Local Government, Central Province reserve such powers to decide the number of recruitments when the recruitment process on.

13. If any of the particulars furnished by a candidate will be found to be false later or if willfully suppressed any material facts, will not be further considered to offer an appointment and an appointment offered will be liable to be revoked or will be liable for dismissal from the Public Service.

H. M. M. U. B. HERATH,  
Commissioner of Local Government  
Central Province.

Department of Central Province Local Government,  
31<sup>st</sup> day of October, 2017

### Specimen Application Form

RECRUITMENT TO THE POSTS OF SRI LANKA LIBRARIANS' SERVICE (CLASS III) IN THE LOCAL GOVERNMENT  
INSTITUTIONS IN THE CENTRAL PROVINCE PUBLIC SERVICE - 2017

(For office use)

District and Code No. applied for:

Applied for Limited  / Open  (✓ Tick the related cage)

01. i. Name with Initials

.....  
(In English Capital Letters) PERERA A. B. C.

ii. Names denoted by Initials: (In English Capital Letters)

.....  
.....

iii. Name in Full (in Sinhala/Tamil)

.....

02. National Identity Card No. :

03. i. Address the Admission Card to be posted: .....

.....  
ii. Permanent Address : .....

.....  
iii. District of Permanent Residence : .....

.....  
iv. Divisional Secretary Division: .....

v. How long you are living in the Central Province?:

.....

04. Telephone No. ....

05. Sex: Male/Female

06. Medium appearing for the Examination:   
 (Mark as Sinhala S- Tamil T – English E)

07 i. Date of Birth :

ii. Age as at 15.12.2017 : Years ::..... Months : ..... Days: .....

08. Race: .....

09. Educational Qualifications:

i. G. C. E. (O/L) Examination: Year: ..... Index No. : .....

Subject	Grade	Subject	Grade
1. ....		6. ....	
2. ....		7. ....	
3. ....		8. ....	
4. ....		9. ....	
5. ....		10. ....	

ii. G. C. E. (A/L) Examination: Year : ..... Index No. : .....

Subject	Grade
1. ....	
2. ....	
3. ....	
4. ....	

iii. Particulars about the Degree/Diploma :

<i>Completed Degree/Diploma</i>	<i>University/Institute</i>	<i>Valid date of the Degree/Diploma</i>

iv. Professional Qualifications :

.....  
 .....  
 .....

10. i. Whether you have ever been convicted by a court of law? If so, detail in that regard:

Yes/No

ii. If yes, give details:

11. If you are already serving in the Government or Provincial Public Service –

- i. Present Post : : .....
- ii. Date of appointment to the above post : .....
- iii. Name and address of the work place : .....
- iv. Contact number of work place: .....

12. i. Number and date of Examination Fees paid : .....  
ii. Divisional Secretariat obtained Receipt : .....

Please affix the receipt obtained on payment of examination fees.

13. I do hereby certify that the particulars furnished by me in this application are true and accurate. According to the conditions laid down for this recruitment, I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to be revoked my candidature of this examination or I am liable to be dismissal after such detention is made after appointment.

.....  
Signature of Applicant

Date:

**Attestation of the signature of the applicant**

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

.....  
Signature of Attestor

Date :  
Name :  
Designation :  
Address :  
(Place the Official Seal)

(Applicant's signature should be attested by a Principal of a Government school/Justice of Peace/Commissioner of Oaths/ Notary Public/a Commissioned Officer of the Armed Forces / a high rank officer of the Police Service/a senior officer of a permanent Government Servant drawing more than Rupees 230,700/- as annual salary).

***Recommendation of Head of the Department for candidates currently employed in Public/Provincial Public Service.***

15.I certify that the applicant, Mr./Mrs./Miss ..... is currently employed at ..... as a ..... in a permanent position and the details furnished by him/her were verified with his/her personal file and service records. His/her work and conduct were satisfactory and the salary increments for the immediate 05 years were duly earned and he/she possess all qualifications to apply for the post of Librarian in the Central Province and whereas if she/he is selected for this post, he/she can be/cannot be released from the current position that she/he holds.

.....  
Signature of the Head of the Department.

Name:  
Designation:  
Date:  
(Place the Official Seal)