

Examinations, Results of Examinations & c.

MINISTRY OF PUBLIC ADMINISTRATION,  
HOME AFFAIRS, PROVINCIAL COUNCILS  
AND LOCAL GOVERNMENT

Limited Competitive Examination for Recruitment  
to Grade III of Sri Lanka Government Librarians'  
Service - 2019 (2020)

1.0 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 November 2020 by the Commissioner General of Examinations.

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 code number 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.

4.0 This post is permanent and pensionable.

5.0 *Service conditions :*

- I. An officer appointed to the Grade III of Sri Lanka Government 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.

of Departmental Primary Unskilled Service Category (PL-01) and completed an active service period of 05 years as at Closing Date of Applications.

*Note:*

1. (i) The maximum age limit shall not be applicable in this regard.  
(ii) As mentioned in (a) and (b) above, officers in Public Service are strictly allowed to sit for this competitive examination. **(Officers in Provincial Public Services are not allowed to sit for this competitive examination).**
2. It is compulsory for every applicant to satisfy all the qualifications relevant to the post on or before the closing date of applications.
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. Applicants shall be of excellent character.
5. Shall have been confirmed in public service (mentioned in above 6.3 a and b) as at closing date of application. Should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 and that fact shall be certified 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.

Subjects	Duration	Marks	Pass mark
1. Library Science	03 hours	100	40%
2. Intelligence Test	01 hour	100	40%
3. General Knowledge	01 hour	100	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.

- 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.

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

- 6.1 *Educational Qualifications :*  
Shall have passed G.C.E. (O/L) examination with six (06) subjects including Sinhala/Tamil/English language and Mathematics with at least two credit passes at 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

commencement and evolution of the books, various documents and non printed media.

- Organization of professionals:  
Sri Lanka Library Association.  
American and British Library Associations.  
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.

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 an 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 will be cancelled.

9.3 The words **“Limited Competitive Examination for Recruitment to Grade III of Sri Lanka Government Librarians' Service - 2019(2020)”** 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 note in 7.0 of this notification shall be submitted to the Director General of Combined Services, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. 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](http://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 **24th of August 2020** and the applicants are requested to submit their applications to the Heads of Department in advance.

**Commissioner General of Examinations  
Organization (Institutional and Foreign 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 (Institutional and Foreign Examinations) Branch of the 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 the 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.

Candidates should be dressed in a manner, which exposes the full face (including ears) ensuring their clear identification, when entering the examination hall. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily. If someone refuses to follow this, he/ she can be allowed to sit for the examination. However, examination results shall not be issued for such candidates, since their identity cannot be proved.

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 a 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.

S. ALOKABANDARA,  
Director General of Combined Services,  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government.

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Independence Square,  
Colombo 07,  
09th of July 2020.

SPECIMEN APPLICATION FORM

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO  
GRADE III of SRI LANKA GOVERNMENT LIBRARIANS'  
SERVICE - 2019(2020)

(For office use only)

Language Medium :  
Sinhala - 2  
Tamil - 3  
English - 4

(Indicate the relevant number clearly in the relevant cage)

- 1.0 1.1 Name in full (In English block Capitals) : \_\_\_\_\_.  
1.2 Name in full (In Sinhala/Tamil) : \_\_\_\_\_.  
1.3 Name with initials (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. :
- 3.3 Mobile Phone Number:

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,

3.4 Date of birth:  
Date :    Month :   Year :

4.0 **Particulars of the Service:**

- 4.1 Name of the institution where the applicant serves at present : \_\_\_\_\_.
- 4.2 Ministry or Department to which it belongs : \_\_\_\_\_.
- 4.3 Clearly indicate the office and Head of the Institution, where your personal file is maintained : \_\_\_\_\_.
- 4.4 Designation of the Present Post : \_\_\_\_\_.
- 4.5 Date of appointment to the present post : \_\_\_\_\_.
- 4.6 Whether you have been confirmed in the present post : \_\_\_\_\_.
- 4.7 If confirmed, the date of eligibility for confirmation : \_\_\_\_\_.
- 4.8 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. Name of the 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 the date of the receipt : \_\_\_\_\_.
- III. Amount paid : \_\_\_\_\_.

*Receipt is to be affixed here so as not to be detached. (Please keep a photocopy of the receipt)*

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
- 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.