

**MINISTRY OF PUBLIC ADMINISTRATION,
MANAGEMENT AND LAW & ORDER**

**Efficiency Bar Examination for Officers in Grade
II of the Sri Lanka Librarians'
Service - 2017(I)2018**

EFFICIENCY Bar Examination for the Officers in Grade II of Sri Lanka Librarians' Service will be held in Colombo in the month of November 2018 as provided for in Appendix 04 of the Sri Lanka Librarians' Service Minute published in the *Gazette Extraordinary* No. 2024/35 of the Democratic Socialist Republic of Sri Lanka dated 21.06.2017. Only the officers in Combined Service in the Public Service can apply for the relevant Efficiency Bar Examination as per this notification.

Note.– Provisions for Provincial Librarian's Service shall be issued by the relevant Provincial Public Service Commissions and Provisions shall be issued by the relevant institutions for other institutions concurrently to this *Gazette* Notification.

In order to identify the applications of the officers in each provincial public service and other institutions conveniently, code number should be used when indicating the relevant service or institution in the application. **Accordingly, for**

the officers in combined service code number is 10. This number should be entered in the upper right side of the application where you have to mention the service you belong to.

- 02 (i) This examination will be conducted by the Commissioner - General of Examinations and the candidates are bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination and issuance of results.
- (ii) Rules prescribed for candidates are printed separately at the beginning of the *Gazette* Notification. Candidates will be liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

03. The specimen form of application for this examination is published at the end of this notice. Candidates should prepared their own applications correctly and legibly in accordance with the specimen form of application and send through the respective Heads of Departments by registered post to reach the "Commissioner - General of Examinations, Organization and Foreign Examination Branch, Department of Examinations Sri Lanka, P. O. Box 1503, Colombo" on or before 13 th of August 2018. The name of examination and the relevant grade should be indicated at the top left-hand corner of the envelope in which the application is enclosed. Applications received after the closing date will be rejected.

04. *Identity of the Candidates.*– Candidates should prove their identity to the satisfaction of the supervisor of the examination hall for each subject they offer. Any of the following documents will be accepted for this purpose.

- (i) The National Identity Card issued by the Commissioner of the Department of Registration of Persons.
- (ii) A valid Passport

The candidature of any candidate who is unable to submit any of the above mentioned documents is liable to be cancelled on the discretion of the Commissioner General of Examinations.

05. *Applications.*– Applications should be prepared using both sides of a paper of A4 size in such a way that Nos. 1.0 to 5.0 appear on the 1st page whilst the Nos. 6.0 to 9.0 appear on the 2nd Page. The application could be typewritten but it should be filled in correctly and legibly by candidate's

own handwriting. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It would be advisable to keep a photocopy of the completed application form. Please indicated the title of the examination appearing in the specimen in English Language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and the application has been Perfected accurately including all the particulars and the prescribed examination fee has been paid and the relevant particulars are included in the application and the receipt is affixed. Indicate "Efficiency bar examination for Officers in Grade II of Sri Lanka Librarians' Service" - 2017 (I) 2018 in top left hand corner of the envelope in which the application is forwarded.

II. Penalty for furnishing false information - Application should be perfected very carefully with correct information. If a candidate - is found to be ineligible in accordance with the rules and regulations of this examination, his/her candidature is liable to be cancelled at any state prior to, during or after the examination.

Candidates who apply for the examination for the first time need not pay examination fees. However, for subsequent sittings, candidates should pay Rs. 500 for the whole examination, and Rs. 250 for one subject. The cash receipt obtained from any post/sub post office island- wide by making the payment to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations, should be affixed in the due place of the application. It is advisable to keep a photocopy of the cash receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. The fee will not be refunded under any circumstance and will not be transferred in respect of any other examination.

06. On the assumption that only those who possess the qualifications mentioned in the *Gazette* notification have sent applications. The Commissioner General of Examinations will issue Admission cards along with copies of the time table to all candidates who have paid the relevant fees, whose applications have been filled properly and received along with the relevant receipt on or before the closing date. Candidates appearing for the examination should get their signatures on the admission cards attested in advance and produce to the supervisor of the examination hall. Candidates without admission cards will not be permitted to sit for the examination.

A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the notification. Name of the examination, full name of the applicant, address and national identity card number should be mentioned when making such inquiry. In case of applicants outside Colombo, it would be advisable to send a letter of request furnishing a fax number to which the admission card should be sent, to the fax number mentioned in the notification and further to keep the following in hand at the time of calling the Department of Examinations: i.e. Copy of the application form and the receipt kept at your possession if it is relevant to payment of examination fee, receipt of registration.

Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

07. The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

08. The admission card in which the signature has been attested should be produced to the supervisor of the examination center on the first day of the examination.

09. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner- General of Examinations to enable them to appear for the examination. Not Travelling expenses will be paid.

10. This examination will be held in Sinhala, Tamil and English media and candidates should answer both question papers in the language medium of the entry examination to the relevant service or in the official language. Candidates who entered the service without a Competitive Examination should answer both papers in the language medium of their education or in the official language.

It would not be allowed to change the language medium of examination indicated in the application subsequently.

11. The officers may appear separately for each subject and at different occasions. However, for a pass, officers should obtain at least 40% of the total marks for each subject.

12. Commissioner General of Examinations will release the results of the examination to the Director General of

Combined Services and the results will be published in the website of Ministry of Public Administration, Management and Law and Order.

13. *Scheme of Examination.* – Examination consists of 2 questions papers

01. Subject No. 03 General Administration and Financial Procedure – (100 marks)

* Part I – General Administration- Duration 1 ½ Hours (50 marks)

- (a) Basic knowledge on the Constitution of Sri Lanka.
- (b) Chapter VI to VIII and XII, XIV, XXIV, XXVII, XXVIII of the Establishment Code are included.
- (c) State Archives Act, No. 48 of 1973 and National Archives (Amendment) Act, No. 30 of 1981.
- (d) Part III of Science and Information Technology Development Act, 11 of 1994.
- (e) National Library and Documentation Services Board Act, No. 51 of 1998
- (f) Intellectual Property Act, No. 36 of 2003.

* Part II- Financial Procedure- Duration – 1 ½ Hours (50 marks)

- (h) Financial Regulations- Part I
Accounts work performed by librarians and the relevant regulations.

02. Subject No. 04- Library Organization- Duration 03 hours – (100 marks)

- (a) Library building and equipment.
- (b) Benefits of government publications and the method of using them.
- (c) Regional and international organizations in the Library field.
- (d) Strategies in Library management.
- (e) Financial management.
- (f) Time management.
- (g) Human resource Management.
- (h) Information Technology in Sri Lanka.
- (i) Networks and computerized systems of Libraries.

N.B.: Candidates should obtain 40% of marks for each subject to pass this Examination.

14. The decision of the Director General of Combined Services will be final in respect of any matter not provided for in this notification.

15. In case of any inconsistency among Sinhala, Tamil and English texts of this notification, the Sinhala notification shall prevail.

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

Ministry of Public Administration, Management and
Law & Order.
Independence Square,
Colombo 07.
29th of June, 2018.

For office use only

SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF THE SRI LANKA GOVERNMENT LIBRARIANS' SERVICE – 2017 (I) 2018

Medium of Language in which You are
appearing for the exam :

- Sinhala - 2
- Tamil - 3
- English - 4

The Service to which you belong
(Please refer para 1.0 of the *Gazette*)
Notification carefully before filling this section)

(Indicate the relevant Number in the cage)

- 1.0 1.1 Name in Full (in block capitals) : _____.
(E.g: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Names with initials at the end (In block capitals) : _____.
(Eg. : GUNAWARDHANA, H. M. S. K.)
- 1.3 Name in Full (In Sinhala/ Tamil) : _____.

2.0 Place of work and Address:-

- 2.1 Name and Address of the Office / Department/ Institution (In English block capitals) : _____.
- 2.2 Name and Address of the 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 Gender : Female - 1
Male - 0
(Indicate the relevant Number in the cage)

3.2 N. I. C. No. :

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4.0 Subjects offering and respective Subjects Numbers :

Subject	Subject No.

5.0 Date of Birth:

Date Month Year

6.0 Present Post:-

- 6.1 Post : _____.
- 6.2 Number of the Appointment Letter : _____.

- 7.0 7.1 Are you applying for the examination for the first time? : _____.
- 7.2 If not, examination fees paid : _____.
- 7.3 Post office / Sub post office : _____.
- 7.4 Receipt Number : _____.
- 7.5 Date : _____.

Affix the cash receipt firmly here
(keep a photocopy of the receipt)

8.0 Certificate of the Candidate

I declare that the particulars furnished above are true, I am eligible to appear for the examination in the medium indicated above, and that I have not been subjected to any form of disciplinary punishment. Further, I agree to abide by the rules and regulations imposed by Commissioner General of Examinations on conducting the examination and issuance of results.

_____,
Signature of candidate.

Date : _____.

9.0 Certificate of the Head of the Department

I certify that,

- (i) This candidate is employed in this department as an officer in Grade II of the Librarians' Service.
- (ii) The particulars furnished above are correct.
- (iii) His/ her work and conduct have been Satisfactory throughout: and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the past 5 year period ; and
- (iv) He /she is eligible to sit for this examination.
- (v) He/ she has paid the prescribed examination fee and the receipt has been affixed. (Delete if inapplicable)

_____,
Signature of the Head of Department
and official stamp.

Date : _____.

Designation : _____.

Address : _____.

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