

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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