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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 2024/35 - 2017 ජූනි මස 21 වැනි බදාදා - 2017.06.21

No. 2024/35 - WEDNESDAY, JUNE 21, 2017

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

Revised draft on the recommendations of Public Service Commission

SRI LANKA LIBRARIANS' SERVICE MINUTE

THE following Minute of the Sri Lanka Librarians' Service is hereby substituted so as not to cause prejudice to any step taken or implied to have been taken under the Sri Lanka Librarians' Service Minute published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1620/22 dated 24th September 2009 and which was effective as at 02nd September 2009 and the revisions made to the same from time to time.

On the order of Public Service Commission,

K. V. P. M. J. GAMAGE,
Director General of Combined Services.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
19th June, 2017.

1. *Effective date* :

This service minute shall be effective from : 09.08.2016

2. *Appointing authority* :

Librarian – Grade III, II, I -

Director General of Combined Services who has been vested power by Public Service Commission.

Librarian – Special Grade -

- Public Service Commission

3. *3.1 Service category / service categories* :

Supervisory Management Assistant (Non – Technical)
Management Assistant – Supra Grade

3.2 *Grades* :

Grade III
Grade II
Grade I
Special Grade



4. *The role :* A service category which performs the functions such as library services, information services, organization and circulation of knowledge and information, supervision and operation which are specified as to be supportive to the role of the Executive of the institutions.

5. *Salary*

5.1 Salary code number : Grade III, II, I- MN - 3 - 2016
 Special Grade - MN - 7- 2016

5.2 Salary Scale

MN - 3 - 2016 : Rs. 31,040 -10 x 445 - 11 x 660 -10 x 730 - 10 x 750 - 57,550
 MN - 7 - 2016 : Rs. 41,580 -11 x 755 - 18 x 1030 - 68,425

5.3 Initial salary step relevant to grade system

<i>Grade</i>	<i>Initial salary step</i>	<i>Initial salary point (Rs.)</i>
III	Step 01	31,040/=
II	Step 12	36,150/=
I	Step 23	43,480/=
Special	Step 04	43, 845/=

6. *Posts belonging to the service :*

6:1 Approved designations, posts and grades:

<i>Approved Designation</i>	<i>Grade</i>	<i>Number of Approved Posts</i>	<i>Role</i>
Librarian	Grade III/III/I	152	A service category which performs the Functions such as library services, information services, organization and circulation of knowledge and information, supervision and operation which are specified as to be supportive to the role of the Executive of the institutions
	Grade III/II	03	
	Grade III	59	
	Grade II	18	
	Grade I	19	
	Special Grade	366	Supervision of the above tasks and the activities of the officers in Grade III, II, and I.

6:2 Combined number of officers : 251 (Grade III, II and I)

Note : Grades III, II, and I are considered as combined number of officers for promotion from Grade to Grade .

6:3 *Nature of the post / posts :* Permanent and pensionable (Shall be subjected to the policy decision on the pension scheme made by the government in future)

Note: The number of posts for each grade in Government Ministries and Departments shall be determined by the Director General of Management Services on the recommendations of National Library and Documentation Services Board and the requirement of each institution.

7. *Method of recruitment :*

7.1 Recruitment percentages

<i>Stream</i>	<i>Percentage</i>
Open	70%
Limited	30%

7.2 Recruitment under Open Stream

7.2.1 Grade of Recruitment : Librarian – Grade III

7.2.2 Qualifications :

7.2.2.1 Educational Qualifications:

(a) Shall have passed G.C.E. (O/L) examination at one sitting with six (06) subjects including credit passes for Sinhala/ Tamil/ English language, Mathematics and two other subjects.

and

(b) Shall have passed G. C. E. (A/L) examination at one sitting with all subjects (Except General Test) (It is sufficient to have passed the examination at one sitting with 03 subjects under the old syllabus)

7.2.2.2 Professional Qualifications:

(a) Shall have completed the three year Diploma in Library Science at a University recognized by the University Grants Commission.

Or

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

Or

(c) Shall have acquired a higher qualification in Library Science than (i) and (ii) above. (Such qualifications shall be determined by the Director General of Combined Services communicating with the authorities of the relevant Universities and Sri Lanka Library Association)

7.2.2.3 Experience : Not applicable.

7.2.2.4 Physical Fitness: All the candidates shall have the physical and mental fitness to serve in any part of the Island and to perform the duties of the post.

7.2.2.5 Other :

- (a) Shall be a Citizen of Sri Lanka.
- (b) Candidates shall be of excellent character.
- (c) The candidate shall be considered as having satisfied the minimum qualifications to sit for the competitive examinations for recruitment to the service, only if he/ she has satisfied the qualifications mentioned in 7.2.2 and 7.2.3 above in each and every way as at the date prescribed in *Gazette notification*.

7.2.3 Age :

- 7.2.3.1 Minimum age limit : 18 years
- 7.2.3.2 Maximum age limit : 30 years

7.2.4 Method of Recruitment:

7.2.4.1 Written Examination

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass marks</i>
Library science	100	40%
Intelligence Test	100	40%
General Knowledge	100	40%

(Syllabus is indicated in Appendix 1)

7.2.4.1.1 Conducting authority : Commissioner General of Examinations

7.2.4.2 Professional Test : Not applicable

7.2.4.3 General Interview : Not applicable

7.2.4.3.1 The authority who appoints the General Interview Board : Director General of Combined Services

7.2.4.4 Interview for evaluation of qualifications : Not applicable

7.2.5 Method of Calling Applications : Applications shall be called through publishing in the Government Gazette or publishing public notices in newspaper and publishing notices in the website.

7.3 Recruitment under Limited Stream :

7.3.1 Grade of recruitment : Librarian – Grade III

7.3.2 Qualifications

7.3.2.1 Educational Qualifications: Shall have passed G.C.E. (O/L) examination with six subjects including Sinhala / Tamil/ English language and Mathematics and at least two credit passes at not more than two sittings.

7.3.2.2 Professional Qualifications :

(a) Shall have completed the first year of the three year diploma in library Science at a University recognized by the University Grants Commission.

Or

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

7.3.2.3. 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 courses mentioned in (a) and (b) of 7.3.2.2 above, it is sufficient for such candidates 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 due date mentioned in the *Gazette* notification of calling applications in the said post.

7.3.2.4. Physical Fitness :

All the candidates shall have the physical and mental fitness to serve in any part of the Island and to perform the duties of the post.

7.3.2.5 Other :

(i) Shall have completed a satisfactory service period of at least five (05) years immediately preceding the due date, which has been prescribed in the notification of calling for applications, in a permanent appointment of public service as at the due date mentioned in the *Gazette* notification of calling applications and it shall have been confirmed by the Head of the Department,

(ii) Candidates shall be of excellent character.

(iii) The Candidate shall be considered as having satisfied the minimum qualifications to sit for the competitive examinations for recruitment to the service, only if he/she has satisfied the qualifications mentioned in 7.3.2 and 7.3.3 above in each and every way as at the closing date indicated in the *Gazette* notification.

7.3.3 Age: Not applicable.

7.3.4 Method of recruitment:

7.3.4.1 Written Examination:

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass off marks</i>
Library Science	100	40%
Intelligence Test	100	40%
General Knowledge	100	40%

(Syllabus is indicated in Appendix 2)

7.3.4.1.1 Conducting authority : Commissioner General of Examinations

7.3.4.2 Professional Test : Not applicable

7.3.4.3 General Interview : Marks shall not be allocated.

Goals which are expected to be achieved: Verification of qualifications.

7.3.4.3.1. The authority who appoints the General Interview Board : Director General of Combined Services

7.3.4.4 Interview for evaluation of qualifications : Not applicable

7.3.5 Method of calling applications : Applications shall be called through publishing in the government *Gazette* or publishing notices, public notices in the news papers and publishing notices in the website.

8. *Efficiency Bar* :

8.1

Efficiency Bar	At what point the limit for passing the Efficiency Bar expires (number of years)	Nature of the Efficiency Bar Written/professional/ certificate course/other
1st Efficiency Bar	Before the lapse of three years (03) from the date of recruitment to Grade III	Written (Appendix 3)
2nd Efficiency Bar	Before the lapse of three years (03) from the date of recruitment to Grade II	Written (Appendix 4)
3rd Efficiency Bar	Before the lapse of five years (05) from the date of promotion to Grade I	Obtaining the associate membership of Sri Lanka Library Association

8.2 How often the efficiency bar examinations are conducted : Twice a year

8.3 Authorities for conducting the Efficiency Bar Examinations:

1st Efficiency bar : Commissioner General of Examinations

2nd Efficiency bar : Commissioner General of Examinations

3rd Efficiency bar : Commissioner General of Examinations

9. *Language Proficiency* :

9:1

<i>Language</i>	<i>Proficiency to be acquired</i>
Official Language	Officers who were recruited in a language medium other than an official language shall acquire the prescribed language proficiency during the probation period
Other Official Language	Shall acquire the relevant proficiency at required level as per the provisions of Public Administration Circular 01/2014 and the circulars consequent to the same.

10. *Grade Promotions :*

10.1 Promotion from Grade III to Grade II

10.1.1 On average performance

10.1.1.1 Qualifications to be satisfied

- (i). Shall have been confirmed in the appointment
- (ii). Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade III of the service category and earned ten (10) salary increments.
- (iii). Shall have proved a performance at satisfactory level or above during the period of ten (10) years before the date of promotion as per the approved performance appraisal procedure.
- (iv). Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion
- (v). Shall have passed the relevant Efficiency Bar Examination as at the prescribed date.
- (vi). Shall have acquired the proficiency in other official language at the relevant level.

10.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request for promotion to Grade II by using the relevant form, the promotion shall be made by the appointing authority, after verification of qualifications, to be effective from the date on which the employee has satisfied qualifications.

10.2. Promotion from Grade II to Grade I

10.2.1. On average performance

10.2.1.1 Qualifications to be satisfied

- (i) Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade II of the Service category and earned ten (10) salary increments.
- (ii) Shall have proved a satisfactory period of service within five (05) years immediately preceding the date of promotion.
- (iii) Shall have proved a performance at satisfactory level or above during the period of ten (10) years before the date of promotion as per the approved performance appraisal procedure.
- (iv) Shall have passed the relevant efficiency bar examination as at the prescribed date.

10.2.1.2 Method of Promotion

When offices who have satisfied the required qualifications made a request for promotion to Grade I by using the relevant form, the promotion shall be made by the appointing authority, after verification of qualifications, to be effective from the date on which the employee has satisfied qualifications.

10.3 Promotion from Grade I to Special Grade

10.3.1 On average performance :

10.3.1.1 Qualifications to be satisfied :

- (i) Shall have completed an active and satisfactory period of service for at least five (05) years in Grade I of the post of Librarian and earned the due five (05) salary increments.
- (ii) Shall have completed a satisfactory period of service of five (05) years immediately preceding the date of promotion.
- (iii) Shall have proved a performance at satisfactory level of above during the period of five (05) years before the date of promotion as per the approved performance appraisal procedure.
- (iv) Shall have passed the third efficiency bar examination.

10.3.1.2 Method of Promotion:

Promotion to special Grade shall be made by the Appointing Authority on the order of merit proved at the interview for verification of qualifications and the number of existing vacancies and on the results of the interview for verification of qualifications conducted by a board of interview appointed by Public Service Commission by which marks shall be allocated for service experience and merit and after getting it confirmed by the Appointing Authority that the officer has fulfilled the other relevant requirements through verification of qualifications.

(Interview for verification of qualifications for promotion to special Grade – Appendix 5)

11. *Appointment to the posts :* Appointment of an officer, who has been appointed or promoted to the prescribed Grade of the Librarians' Service, to the posts in the prescribed Grade of the Library mentioned in the Schedule of posts of this Service Minute, shall be made by the relevant Head of the Institution in considering the exigency of service.

12. *Conditions relevant to the service :*

12.1 Conditions for confirmation

- 12.1.1 Officers who are recruited to Grade III of the service through the open competitive examination shall be subjected a probation period of three (03) years. If the Head of the Department is satisfied to the effect that the officer has passed the relevant first efficiency bar examination and his/ her work, conduct and attendance are satisfactory, it shall be reported to the Director General by the Head of the Department and the appointment of the relevant officer shall be confirmed if the Director General is satisfied with regard to the same,
- 12.1.2 Officers who are recruited to Grade III through a limited competitive examination shall be subjected to a period of acting of one year from the date of appointment. If the Appointing Authority is satisfied to the effect that work, conduct and attendance of the officer are satisfactory, the appointment of the relevant officer shall be confirmed. However, they shall complete the first efficiency bar examination within three years from the date of appointment.
- 12.1.3 All the appointments shall be made subjected to the condition that the persons who are appointed are liable to serve in any part of Sri Lanka and physical fitness should be proved by a medical test.

12.2 Training and development :

Induction training

Every officer who is recruited to the service shall complete the induction/training of two weeks conducted by Sri Lanka Institute of Development Administration on the approval and organization of the appointing authority or any other training institution determined by the appointing authority. This training shall be commenced from the date of appointment itself.

In – service Training

In-service training shall provide continuous opportunity for an officer to acquire professionalism in his career. These training courses shall address the responsibilities entrusted to the four Grades of the service and their professional advancement. The officer shall complete the in – service training programme of not less than 40 hours organized for each class by Sri Lanka Institute of Development Administration on the approval of the Head of the Department/ Secretary of the Ministry where the officer is serving or any other training institution determined by the appointing authority.

13. *Definitions and interpretations :*

13.1 The term “Service Minute” Shall mean the Minute of Sri Lanka Government Librarians Service.

13.2 The term “Director General “ shall mean the Director General of Combined Services.

13.3 The term “Service” shall mean the Sri Lanka Government Librarians Service.

13.4 “Satisfactory Period of Service”. Shall be defined as per Procedural Rules of Public Service Commission.

13.5 The term “Active Period of Service” shall mean the period during which the officer actually engaged in duties entrusted receiving the salary entitled to the post excluding the period of no-pay leave, but including the period of no-pay leave which is specially mentioned by the Cabinet of Ministers that it should be considered as an active period of service as a policy.

13.6 The term “Gazette” shall mean the Gazette published by the Democratic Socialist Republic of Sri Lanka.

13.7 The term “Diploma in Library Science” , The professional qualification related to Library Science, Which can be obtained from a University recognized by the University Grants Commission or Sri Lanka Library Association.

14. *Provisions for absorption :*

This is applicable to those who are in service as at the effective date of this service minute. All the officers who are receiving salary under the salary scale of MN-03-2016A and MN-07-2016A granted by Public Administration Circular No. 6/2006 and circulars issued consequently as at the prescribed date, shall be absorbed in the following manner subjected to Section 04, Chapter VII of Establishments Code.

The service period is calculated based on the date of appointment to each post. However, the salary increment date of the relevant person shall not be changed due to the absorption and the said date shall prevail unchanged as the salary increment date prevailed before the absorption. Further, the officer shall not be placed on the next higher salary step as per section 4.4, Chapter VII of the Establishments Code due to conforming the salary step received last to the new salary step at the salary conversion.

Absorption of the officers, who are in service as at the effective date of this service minute, into Sri Lanka Librarians' Service under the new service minute shall be made in the following manner.

(I) Absorption into Grade III of the service

Officers in Class III of Sri Lanka Librarians' Service as at the effective date of this service minute

(II) Absorption into Grade II of the service

Officers in Class II of Sri Lanka Librarians' Service as at the effective date of this service minute

(III) Absorption into Grade I of the service

Officers in Class I of Sri Lanka Librarians' Service as at the effective date of this service minute

(IV) Absorption into Special Grade of the service

Officers in Special Class of Sri Lanka Librarians' Service as at the effective date of this service minute

15. Interim Provisions: The officers who have completed a satisfactory service period of 5 years in Grade I as at the effective date of this service minute shall be exempted from the third efficiency bar examination prescribed for Grade I.

16. The general conditions stipulated in the procedural rules published by the Gazette extraordinary No. 1589/30 dated 20.02.2009 of public service commission and the provisions of the establishments code shall be applicable with regard to every appointment.

17. Matters not provided for:

Matters not provided for in the Minute shall be determined by the Public Service Commission.

18. In the event of any inconsistency between the Sinhala, Tamil and English texts of the service minute, Sinhala text shall prevail.

Appendix 1

01. Name of the examination:

Open competitive examination for recruitment to Grade III of Sri Lanka Librarian's Service

02. Details of the examination:

<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
Library Science	3 hours	100	40%
Intelligence Test	1 hour	100	40%
General Knowledge	1 hour	100	40%

03. Authority for conducting the examination: Commissioner General of Examinations

04. Timeframe for conducting the examination: on the requirement of filling the vacancies

05.Syllabus for the examination:

<i>Name of the question paper</i>	<i>Syllabus</i>
1. Library Science	<p>(1) Libraries and history of libraries, main libraries of the modern and ancient world.</p> <p>Origin and evolution of the art of writing and other written media including books.</p> <p>Origin of printing technology, expansion and the influence of the printing technology on libraries and the subject of social development.</p> <p>Types of libraries.</p> <p>Special libraries Structure, functions and services of libraries in the institutions such as government Ministries, Departments and corporations and research libraries.</p> <p>Academic libraries Structure, functions and services of libraries in universities and other higher educational institutions.</p> <p>School libraries</p> <p>Public libraries</p> <p>Libraries in Pirivenas, temples/ other religious institutions.</p> <p>Library Committees – Structure, necessities, significance and role</p> <p>Organizations of professionals in relation to the field of Library Science and functions of such organizations: National and international (Sri Lanka, India, America, Britain)</p> <p>Building of libraries – Planning and other aspects to be considered.</p> <p>Establishment of a library in an existing building, organization or improvement.</p> <p>Conservation and preservation of library equipment.</p> <p>Disasters and disaster management.</p> <p>(2) Organization of information and knowledge</p> <p>Objectives and benefits of book classification.</p> <p>Main classification methods applied in the libraries in Sri Lanka: Dewey decimal classification, Universal Decimal Classification</p>

<i>Name of the question paper</i>	<i>Syllabus</i>
	<p>Objectives of cataloguing, Anglo American cataloguing rules (AACR)</p> <p>Bibliographical description</p> <p>Compilation of entries using AACR 2</p> <p>(3) Library resources and information services</p> <p>Various library resources.</p> <p>Improving collections, policies for improving collection and importance of the same.</p> <p>Acquisition process including selection of library resources</p> <p>I. Principles and sources of the selection of library resources</p> <p>II. Various technological services including acquisition process, processing</p> <p>III. Stock verification and weeding process</p> <p>Publishing, copy right and censorship</p> <p>Current Awareness Service</p> <p>Educational programme for readers</p> <p>Public relations and publicity for libraries</p> <p>(4) Information Communication Technology Application of computer technology in libraries, significance and productivity of information technology in library activities and functions.</p>
Intelligence Test	<p>This paper will be designed to assess the candidates' capacity for comprehension, quantification and perception of time space relations by measuring candidates' inference and response to problems presented in verbal, numerical and spatial contexts.</p>
General knowledge	<p>This paper will be designed to assess the candidates' awareness and understanding of social, cultural, education, political, economic and any other relation factor operating at national, regional and global environment of organizations as well as our society and also to assess general knowledge of candidates in Library Science and the library field.</p>

(In the examinations held for recruitment to Grade III, question paper of Intelligence Test and General Knowledge shall be designed in relation to the field III under Examination Classification (Recruitment) of the Department of Examination)

Appendix II

01. Name of the examination:

Limited competitive examination for recruitment to Grade III of Sri Lanka Librarian's Service

02. Details of the examination:

<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
Library Science	3 hours	100	40%
Intelligence Test	1 hour	100	40%
General Knowledge	1 hour	100	40%

03. Authority for conducting the examination: Commissioner General of Examinations

04. Timeframe for conducting the examination: on the requirement of filling the vacancies

05. Syllabus for the examination:

<i>Name of the question paper</i>	<i>Syllabus</i>
Library Science	(1) Libraries and librarianship Libraries and history of libraries Reader Services Commencement and evolution of books, various documents and non – printed media Organizations of professionals. Sri Lanka Library Association. American Library Association and British Library Association. Types of libraries. Libraries in schools and academic institutions. Libraries in Government Ministries and Departments. Public libraries Library Committees. Conservation and preservation

<i>Name of the question paper</i>	<i>Syllabus</i>
	<p>(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 Cataloguing Rules – 2 Entries and book description Types of catalogues</p> <p>(3) Library resources and information services Various library resources. Selection of library resources and the selection process Acquisition and acquisition process Processing Stock verification and weeding process</p> <p>(4) Information Communication Technology Effects of information technology on library services.</p>
Intelligence Test	This paper will be designed to assess the candidates' capacity for comprehension, quantification and perception of time space relations by measuring candidates' inference and response to problems presented in verbal, numerical and spatial contexts.
General knowledge	This paper will be designed to assess the candidates' awareness and understanding of social, cultural, educational, political, economic and any other relation factor operating at national, regional and global environment of organizations as well as our society and also to assess general knowledge of candidates in Library Science and the library field.

(In the examinations held for recruitment to Grade III, question paper of Intelligence Test and General Knowledge shall be designed in relation to the field III under Examination Classification (Recruitment) of the Department of Examination)

Appendix III

01. Name of the examination: Efficiency Bar examination for the officers who are recruited to Grade III of Sri Lanka Librarian’s Service

02. Details of the examination:

<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
General administration and finance systems	3 hours	100	40%
Library organizations	3 hours	100	40%

03. Authority for conducting the examination: Commissioner General of Examinations

04. Timeframe for conducting the examination: Twice a year

05. Syllabus for the examination:

<i>Name of the question paper</i>	<i>Syllabus</i>
1. General administration and financial management	<p>From chapter Vi to VIII, XII, XIV, XXIV, XXVII, XXVIII of Establishments Code are included.</p> <p>Procedural Rules of Public Service Commission published in <i>Gazette</i> Extraordinary No. 1589/30 dated 20th February 2009.</p> <p>Financial Regulations (Except Chapter X) Accounting activities of libraries and related regulations.</p> <p>Sri Lanka Library Association (Incorporation) Act, No. 20 of 1974 and Amended Act, No. 7 of 2004.</p>
2. Library Organizations	<p>Provincial Library Charter</p> <p>Library Committees</p> <p>Conversation of library materials</p> <p>User education and public relations</p> <p>Types of libraries and services</p> <p>Simple principles and methodologies of library management</p> <p>Extension services that can be implemented in a library</p>

Appendix IV

01. Name of the examination:

Efficiency Bar examination for the officers in Grade II of Sri Lanka Government Librarian's Service

02. Details of the examination:

<i>Question paper</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
General administration and financial systems	3 hours	100	40%
Library organizations	3 hours	100	40%

03. Authority for conducting the examination: Commissioner General of Examinations

04. Timeframe for conducting the examination: Twice a year

05. Syllabus for the examination:

<i>Name of the question paper</i>	<i>Syllabus</i>
1. General administration and financial Systems	<p>Basic knowledge on the constitution of Sri Lanka</p> <p>From chapter VI to VIII, XII, XIV, XXIV, XXVII, XXVIII of Establishments Code are included.</p> <p>Financial Regulations – Accounting activities of libraries and related regulations.</p> <p>State Archives Act No. 48 of 1973 and National Archives (Amendment) Act No. 30 of 1981</p> <p>Part III of Science and Technology Act No. 11 of 1994.</p> <p>National Library and Documentation Services Board Act No. 51 of 1998.</p> <p>Intellectual Property Act No. 36 of 2003.</p>
2. Library Organizations	<p>Library buildings and equipment.</p> <p>Advantages of government publications and method of using them.</p> <p>Regional and international organizations in the field of library.</p> <p>Strategies of library management.</p> <p>Financial management.</p> <p>Time management.</p> <p>Human resource management.</p> <p>Activities of information Communication Technology of Sri Lanka.</p> <p>Computerizing systems and network of library activities</p>

Appendix V

01. Name of the Test :

Interview of evaluating the qualification for promotion of officers in Grade I of Sri Lanka Government Librarians' Service to Special Grade

02. Fields for which marks are allocated at the interview and the marks allocated:

<i>Main fields for which marks are allocated</i>	<i>Maximum marks</i>	<i>Pass marks</i>
<i>Service experience</i> Active and satisfactory service period completed beyond the relevant basic qualification	50	Not applicable
<i>Merit</i> (Merit is determined on the marking scheme approved by Public Service Commission depending on the timely requirement)	45	
Merit proved at the interview	05	
Total	100	

03. Authority for conducting the Interview: Board of Interview appointed by Public Service Commission.

04. Time frame for conducting the Interview for evaluating qualifications : Once a year on requirement

LIBRARIANS' SERVICE – SCHEDULE OF POSTS

Special Grade

<i>Serial No.</i>	<i>Ministry/Department/Office</i>	<i>Post</i>	<i>Grade</i>	<i>Salary Code No.</i>	<i>Number of approved posts</i>
1.	Ministry of Policy Planning, Economic Affairs, Child, Youth and Cultural Affairs 1. Department of National Planning 2. Department of National Museums	Librarian Librarian	Special Special	MN 7 MN 7	01 01
2.	Ministry of Agriculture	Senior Librarian	Special	MN 7	01
3.	Ministry of Labour	Librarian	Special	MN 7	01
4.	Ministry of Education 1. College of Education 2. National Schools 3. National College of Education, Maharagama	Librarian Librarian Librarian	Special Special Special	MN 7 MN 7 MN 7	18 343 01

LIBRARIANS' SERVICE – SCHEDULE OF POSTS

Grade I

<i>Serial No.</i>	<i>Ministry/Department/Office</i>	<i>Post</i>	<i>Grade</i>	<i>Salary Code No.</i>	<i>Number of approved posts</i>
1.	Ministry of Education 1. College of Education	Librarian	Grade I	MN 3	18
2.	Ministry of Justice	Librarian	Grade I	MN 3	01

LIBRARIANS' SERVICE – SCHEDULE OF POSTS

Grade II

<i>Serial No.</i>	<i>Ministry/Department/Office</i>	<i>Post</i>	<i>Grade</i>	<i>Salary Code No.</i>	<i>Number of approved posts</i>
1.	Ministry of Education	Librarian	Grade II	MN 3	18

LIBRARIANS' SERVICE – SCHEDULE OF POSTS

Grade III

<i>Serial No.</i>	<i>Ministry/Department/Office</i>	<i>Post</i>	<i>Grade</i>	<i>Salary Code No.</i>	<i>Number of approved posts</i>
1.	Ministry of Agriculture 1. Department of Export Agriculture	Librarian	Grade III	MN 3	03
2.	Department of Auditor General	Librarian	Grade III	MN 3	01
3.	College of Education	Librarian	Grade III	MN 3	54
4.	Ministry of Defence	Librarian	Grade III	MN 3	01

LIBRARIANS' SERVICE – SCHEDULE OF POSTS

Grade III/II

<i>Serial No.</i>	<i>Ministry/Department/Office</i>	<i>Post</i>	<i>Grade</i>	<i>Salary Code No.</i>	<i>Number of approved posts</i>
1.	Ministry of National Integration and Official Languages 1. Department of Official Languages	Librarian	Grade III/II	MN 3	03

LIBRARIANS' SERVICE – SCHEDULE OF POSTS

Grade III/II/I

<i>Serial No.</i>	<i>Ministry/Department/Office</i>	<i>Post</i>	<i>Grade</i>	<i>Salary Code No.</i>	<i>Number of approved posts</i>
1.	Ministry of Disaster Management 1. Department of Archeology	Librarian	III/II/I	MN 3	01
2.	Commission to Investigate Allegations of Bribery or Corruption	Librarian	III/II/I	MN 3	01
3.	Ministry of Justice 1. Department of Attorney General 2. Department of Legal Draftsman 3. Department of Government Analysts 4. Department of Prisons 5. Law Commission 6. Office of the Supreme Court	Librarian Librarian Librarian Librarian Librarian Librarian	III/II/I III/II/I III/II/I III/II/I III/II/I III/II/I	MN 3 MN 3 MN 3 MN 3 MN 3 MN 3	04 01 01 01 01 01

LIBRARIANS' SERVICE – SCHEDULE OF POSTS (Contd.)

Grade III/II/I

Serial No.	Ministry/Department/Office		Post	Grade	Salary Code No.	Number of approved posts
4.	Ministry of Policy Planning , Economic Affairs, Child, Youth and Cultural Affairs 1. Department of External Resources 2. Department of Archeology 3. Department of National Museums 4. Department of Cultural Affairs 5. Department of Census and Statistics		Librarian Librarian Librarian Librarian Librarian	III/II/I III/II/I III/II/I III/II/I III/II/I	MN 3 MN 3 MN 3 MN 3 MN 3	01 02 04 02 03
5.	Ministry of Agriculture 1. Department of Agriculture 2. Department of Agrarian Development		Librarian Librarian Librarian	III/II/I III/II/I III/II/I	MN 3 MN 3 MN 3	01 05 01
6.	Ministry of Mahaweli Development and Environment 1. Department of Forest Conservation 2. Department of Coast Conservation and Coastal Resources Management		Librarian Librarian	III/II/I III/II/I	MN 3 MN 3	02 01
7.	Ministry of Industry and Commerce 1. Department of Commerce 2. Department of Registrar of Companies		Librarian Librarian	III/II/I III/II/I	MN 3 MN 3	01 01
8.	Ministry of Food Safety 1. Department of Measurement Units, Standards and Services		Librarian	III/II/I	MN 3	01
9.	Ministry of Defence 1. Sri Lanka Army Headquarters 2. Sri Lanka Air Force Headquarters		Librarian Librarian	III/II/I III/II/I	MN 3 MN 3	04 08
10.	Ministry of Women's Affairs		Librarian	III/II/I	MN 3	01
11.	Ministry of Education 1. Department of Educational Publications 2. National Institute of Education Maharagama 3. Special Education Information Center		Librarian Librarian Librarian Librarian	III/II/I III/II/I III/II/I III/II/I	MN 3 MN 3 MN 3 MN 3	01 01 05 01
12.	Ministry of Tourism and Sports 1. National Institute of Sports Science 2. Department of Wildlife Conservation		Librarian Librarian	III/II/I III/II/I	MN 3 MN 3	01 01
13.	Ministry of Labour 1. Department of Labour		Librarian	III/II/I	MN 3	04

LIBRARIANS' SERVICE – SCHEDULE OF POSTS (*Contd.*)

Grade III/II/I

<i>Serial No.</i>	<i>Ministry/Department/Office</i>		<i>Post</i>	<i>Grade</i>	<i>Salary Code No.</i>	<i>Number of approved posts</i>
14.	Ministry of Resettlement, Reconstruction and Hindu Religious Affairs 1. Department of Hindu Religious and Cultural Affairs		Librarian	III/II/I	MN 3	01
15.	Ministry of Rural Economic Affairs 1. International Center for Training Rural Leaders	Personal	Librarian	III/II/I	MN 3	01
16.	Ministry of Skills Development of Vocational Training 1. Department of Technical Education and Training 2. College of Technology 3. Technical College		Librarian Librarian Librarian	III/II/I III/II/I III/II/I	MN 3 MN 3 MN 3	01 18 30
17.	Office of the Cabinet of Ministers		Librarian	III/II/I	MN 3	01
18.	Ministry of Foreign Affairs		Librarian	III/II/I	MN 3	02
19.	Ministry of Irrigation 1. Department of Irrigation		Librarian	III/II/I	MN 3	02
20.	Ministry of Health and Indigenous Medicine 1. National Institute of Traditional Medicine - Nawinna 2. Castle Street Hospital for Women 3. Family Health Bureau 4. Health Education Bureau 5. Lady Ridgway hospital for Children 6. Medical Research Institute 7. National Blood Transfusion Service	Department of Ayurveda Personal	Librarian Librarian Librarian Librarian Librarian Librarian Librarian	III/II/I III/II/I III/II/I III/II/I III/II/I III/II/I III/II/I	MN 3 MN 3 MN 3 MN 3 MN 3 MN 3 MN 3	01 01 01 01 01 03 01

LIBRARIANS' SERVICE – SCHEDULE OF POSTS (*Contd.*)

Grade III/II/I

<i>Serial No.</i>	<i>Ministry/Department/Office</i>		<i>Post</i>	<i>Grade</i>	<i>Salary Code No.</i>	<i>Number of approved posts</i>
	8. National Hospital		Librarian	III/II/I	MN 3	01
	9. National School of Nursing - Sri Jayawardanapura		Librarian	III/II/I	MN 3	01
	10. Nurses Training School - Ampara		Librarian	III/II/I	MN 3	03
	11. Nurses Training School - Anuradhapura		Librarian	III/II/I	MN 3	01
	12. Nurses Training School - Colombo		Librarian	III/II/I	MN 3	01
	13. Nurses Training School - Galle		Librarian	III/II/I	MN 3	01
	14. Nurses Training School - Kandy		Librarian	III/II/I	MN 3	01
	15. Nurses Training School - Kurunegala		Librarian	III/II/I	MN 3	01
	16. Nurses Training School - Rathnapura		Librarian	III/II/I	MN 3	01
	17. Post Basic School of Nursing		Librarian	III/II/I	MN 3	01
	18. Sirimavo Bandaranaike Specialized Children Hospital - Peradeniya		Librarian	III/II/I	MN 3	01
	19. Colombo South Teaching Hospital Kalubovila		Librarian	III/II/I	MN 3	01
	20. National Institute of Health Sciences		Librarian	III/II/I	MN 3	03
	21. Bandaranaike Memorial Ayurvedic Research Intitute	Department of Ayurveda	Librarian	III/II/I	MN 3	01
21.	Department of Social Services, Welfare and Livestock	Department of Animal Production and Health	Librarian	III/II/I	MN 3	03
22.	Ministry of Finance 1. Department of Inland Revenue		Librarian	III/II/I	MN 3	02