

FINANCE COMMISSION

APPLICATION FOR REQUIREMENT OF DRIVERS (PL-III)

For office use

01. Name in Full :_____.
02. NID No. :_____.
03. Permanent Address :_____.
04. Gender :_____.
05. Date of Birth :_____.
06. No. of Driving License and Date :_____.
07. Telephone No. (Mobile/Land) :_____.
08. Civil Status :_____.
09. Residing District :_____.
10. Educational Qualifications :
Details of G. C. E (O/L) :

	<i>Subject</i>	<i>Grade</i>	<i>Year</i>		<i>Subject</i>	<i>Grade</i>	<i>Year</i>
1.				6.			
2.				7.			
3.				8.			
4.				9.			
5.				10.			

11. Experience relating to the Post :_____.
12. Other Qualifications :_____.
13. Are you convicted by a Court for any offence at any day ? :_____.
14. Statement of the Applicant :_____.

I certify hereby that the information furnished by me in this application is true and accurate on my knowledge. If I am found disqualified for this post, I accept that I will be subject to dismiss from the post without any compensation, before or after the recruitment.

Signature of the Applicant.

Date :_____.

09-287

Examinations, Results of Examinations & c.

**OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF SRI LANKA
GOVERNMENT LIBRARIANS' SERVICE - 2017**

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, applications are hereby called from the qualified citizens of Sri Lanka for the Open Competitive Examination for recruitment to posts in Grade III of Sri Lanka Government Librarians' Service.

2.0 This examination shall be held in Colombo in month of December 2017 by the Commissioner General of Examinations and the applicants who have satisfied qualifications based on the merit on the results of this examination shall be selected for appointment to the posts in Grade III of Sri Lanka Government Librarians' Service.

3.0 Number of applicants appointed and the effective date of appointment will be determined by the Director General of Combined Services. The Appointing Authority reserves the right to fill a certain number of vacancies or not to fill any of the vacancies.

4.0 *Salary*.– According to the Public Administration Circular No. 03/2016 dated 25.02.2016, Salary Segment 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 and you are entitled to the said salary from 01.01.2020. Salaries shall be paid from the effective date of the appointment as per the provisions of Schedule II of the above circular.

5.0 This post is permanent and pensionable. The pension and the pension scheme entitled to the officers appointed to Grade III of Sri Lanka Librarians' Service shall be determined in accordance with the policy decision made by the Government in future.

6.0 *Service Conditions* :

- I. An officer appointed to the Grade III of Sri Lanka Librarians' Service on the results of the Open Competitive Examination shall be subjected to a probation period of three (03) years from the date of appointment. If an officer passes the First Efficiency Bar Examination conducted by the Commissioner General of Examinations and the Head of the Department is satisfied to the effect that his/her work, conduct and attendance are satisfactory, it shall be informed to the Director General of Combined Services at the end of three years and the Director General of Combined Services shall confirm the officer in the post, of he is also satisfied on the same.
- 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.

7.0 *Qualifications*.– Applicants are required to possess following qualifications for recruitment to posts in Grade III of Sri Lanka Government Librarians' Service :

- (a) Shall be a citizen of Sri Lanka,
- (b) Applicants shall be of excellent character,
- (c) Shall be not less than 18 years and not more than 45 years of age as at the closing date of applications :

Note :

- (i) Accordingly applicants who have date of birth on or after 16.10.1972 and on or before 16.10.1999 are eligible to apply for the examination.
- (ii) 45 years shall be considered as the maximum age limit strictly for the purpose of this examination. Age limit shall be considered as 30 on next examination terms.

(d) *Educational Qualifications* :

- I. Shall have passed the G. C. E. (O/L) Examination with six (06) subjects including credit passes for Sinhala/Tamil/English and Mathematics and two other subjects at one sitting ;
and
- II. Shall have passed the G. C. E. (A/L) Examination at one sitting with all subjects (Except General Knowledge and General English) at one sitting. (It is sufficient to have passed in 3 subjects at one sitting under the old syllabus).

(e) *Professional Qualifications* :

- I. Shall have completed the three-year diploma in Library Science from at a university recognized by the University Grant Commission ;
or
- II. Shall have completed the three-year diploma in Library Science offered by Sri Lanka Library Association.

III. Shall have acquired a higher qualifications in Library Science than the (i) and (ii) qualifications 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).

Note :

- (i) It is compulsory that all the applicants should satisfy all the relevant qualifications on or before the closing date of the application.
- (ii) 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.

8.0 *Scheme of Examination.*— This examination shall consist of three question papers. The examination shall be held in Sinhala, Tamil and English media and the applicants will not be allowed to change the medium of examination selected by them :

	<i>Subjects</i>	<i>Marks</i>	<i>Duration</i>	<i>Pass mark</i>
(i)	Library Science	100	03 hrs.	40%
(ii)	Intelligence Test	100	01 hr.	40%
(iii)	General Knowledge	100	01 hr.	40%

The syllabus prescribed for the above subjects is as follows :—

8.1 (01) Library Science :

(1) Libraries and Librarianship

Libraries and history of libraries, main libraries of the modern and ancient world
Origin and evolution of the art of writing and other written media including books.
Origin of printing technology, expansion and the influence of the printing technology on libraries and the subject of social development.

Types of libraries :

Special libraries

Structure, functions and services of libraries in the institutions such as Government Ministries, Departments and Co-operations and research libraries,

Academic Libraries,

Structure, functions and services of libraries in universities and other higher educational institutions,

School libraries

Public libraries

Libraries in pirivenas, temples and libraries in other religious institutions,

Library committees - Structure, necessity, significance and role,

Organizations of professionals in relation to field of library science and functions of such organizations - National and international levels (Sri Lanka, India, America, Great Britain),

Buildings of libraries - Planning and other aspects to be considered.

* Establishments of a library in an existing building, organization of improvement.

Maintenance, conservation and preservation of library equipment,

Disasters and disaster management.

(2) Organization of Information and Knowledge

Objectives and benefits of book classification

Main classification methods applied in the libraries in Sri Lanka : Dewey decimal classification, universal decimal classification,

Objectives of cataloguing, Anglo-American Cataloging Rules (AACR),

Bibliographical description,

Compilation of entries using AACR-2

(3) Library Resources and Information Services

Various library resources

Improving collections, policies for improving collections and importance of the same,

Acquisition, process including selection of library resources :

- (i) Principals and sources of the selection of library resources ;
- (ii) Technological services including acquisition process, processing ;
- (iii) Stock taking and weeding process.

Publishing, copyright and censorship

Current awareness services

Awareness programme for readers

Public relations and publicity for libraries

(4) Information Communication Technology

Application of computer technology in libraries, significance and productivity of information technology in library activities and functions.

- * A question paper consisting of structured essay type questions covering above 4 fields. All the questions are compulsory, Duration is 03 hours.

8.2 (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.

- * A question paper consisting of 50 multiple choice questions and questions for short answers. Duration is 1 hour. All the questions are compulsory.

*** 8.3 (03) General Knowledge :**

This paper will be designed to assess the applicants awareness and understanding of social, cultural, educational, political, economic and any other relating factors operating at national, regional and global environment or organizations as well as our society and also to assess general knowledge of applicants in Library Science and library field.

- * A question paper consisting of 50 multiple choice questions and questions for short answers. All the questions are compulsory. Duration is 1 hour.

(The question papers on Intelligence and General Knowledge are relevant to the field III under the categorization of examinations for recruitment of the Department of Examinations)

Applicants should score a minimum of forty percent (40%) marks for each paper to become qualified for an appointment. Appointments will be made strictly following the order of marks so as to fill the number of vacancies reserved for open competitive examination.

9.0 Examination Fees. - Examination fee is Rs. 600. This fee can be paid to any post office or sub post office under the head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained in the name of applicant should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of the receipt for future reference). It would be kindly informed that any fee is not charged in addition to the said exam fee. Under no circumstances the examination fee will be refunded and money orders and stamps are accepted.

10.0 *Applications.*- Applications should be prepared in the following manner using paper of size A4 (21x29cm) (normal halvesheets).

- (a) Cages from 1 to 3.5 should appear on the first side of the page.
- (b) Cages from 4 onwards should appear on the other pages using both sides of the sheet of paper and the application should be filled in the same language applicant expects to sit for the exam.
- (c) The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

Applications which are not prepared in accordance with the specimen form and which are incomplete and not perfected accurately shall be rejected without any notice. Applications of those who haven't paid the examination fee on or before the due date shall also be rejected. Applicants should be responsible for any loss incurred by them due to incomplete applications. It would be advisable to keep a photocopy of the completed application form and the receipt. It is the responsibility of the applicant to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and the prescribed examination fee has been paid and the particulars are included in the application and the receipt is affixed. If otherwise the application may be rejected.

10.1 All applicants who are within the age limit indicated in the notification have forwarded the applications along with the receipt obtained by paying the prescribed examination fees on or before the closing date of applications 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 and within the range of age mentioned in the notification have forwarded their applications. Issuance of an admission card to a applicant to sit for the competitive examination does not mean to have accepted that he/she possesses all the qualifications to sit for this examination or for this post. If it was found at the interview that the applicant does not possess the required qualifications, his or her candidature shall be cancelled.

10.2 The words "**Open Competitive Examination for Recruitment to Grade III of Sri Lanka Government Librarians' Service - 2017**" should be written on the top left-hand corner of the envelope in which the application is enclosed.

10.3 Applicant's signature in the application form should have been attested by a Principal of a Government School, Justice of the Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a *gazetted* post in the Police Service or an Officer holding a permanent post in the Public Service whose annual salary is Rs. 240,360 or above.

10.4 Applications duly perfected should be sent by registered post to reach the following address on or before 16th October, 2017 :

Commissioner General of Examinations,
Organization and Overseas Examinations
Branch,
Department of Examinations, Sri Lanka,
P. O. Box 1503, Colombo.

11.0 *Sitting for the Examination.*- A notification shall be published in newspapers by the Department of Examinations, Sri Lanka 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 notification, steps should be taken to notify the Organization and Overseas Examinations Branch of the Department of Examinations, Sri Lanka 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. Further, it would be advisable to keep a copy of the completed application form and the receipt obtained by payment of examination fee/the receipt relevant to the examination fee, if the payment of examination fee is applicable and receipt of registration of the application to prove any particular requested by the Department of Examinations. Every applicant shall furnish the admission card in which his/her signature has been attested to the supervisor of the examination on the first day on which he/she sit for the examination.

12.0 *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 Para. 8.3 of this notification shall be submitted to the Director General of Combined Services, Ministry of Public Administration and Management. 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.

3.3 Date of Birth : Year Month Date

3.4 Age as at 16.10.2017 : Years Months Days

3.5 Telephone No. :

4.0 Educational Qualifications :

- 4.1 Particulars of G. C. E. (O/L) Examination : _____.
- (i) Year and Month of the Examination : _____.
 - (ii) Index Number of Applicant : _____.
 - (iii) Results :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

- 4.2 Particulars of G. C. E. (A/L) Examination :
- (i) Year and Month of the Examination : _____.
 - (ii) Index Number of Applicant : _____.
 - (iii) Results :

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

- 4.3 Particulars of three year diploma/the qualification in relation to Library Science obtained by the applicant to sit for the examination as per Para 7.0(e) of the examination notification :
- (i) Name of the University : _____.
 - (ii) Degree : _____.
 - (iii) Year of Examination : _____.

5.0 Other Qualifications : _____.

6.0 Have you ever been convicted of any offence in a court of law ? (Indicate ✓ in the relevant cage) (Indicate particulars, if the answer is yes) :

..... Yes No

.....

7.0 Particulars of the receipt obtained for the examination fee :

- (i) Office to which the payment was made : _____.
- (ii) Number and date of the receipt : _____.
- (iii) Amount : _____.

Receipt is to be affixed here so as not to be detached.
(Please keep a photocopy with the applicant)

8.0 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 cause as a result of incompleteness of sections and/or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (ii) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (iii) I hereby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.
- (iv) I shall not change any information mentioned herein subsequently.

_____,
Signature of Applicant.

Date :_____.

9.0 Attestation of Applicant's Signature :

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally and that he/she placed his/her signature in my presence on and further the officer has paid the prescribed examination fee and pasted the receipt on the applications.

_____,
Signature of the Officer attesting the signature.

Date :_____.

Name in full of the Officer, attesting the signature :_____.

Designation :_____.

Address :_____.

(To be confirmed by official stamp)

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**LIMITED COMPETITIVE EXAMINATION
FOR RECRUITMENT TO GRADE III OF
SRI LANKA GOVERNMENT LIBRARIANS'
SERVICE - 2017**

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.

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 December 2017.

3.0 *Salary*.- According to the Public Administration Circular No. 03/2016 dated 25.02.2016, salary segment 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 and you are entitled to the said salary from 01.01.2020. Salaries shall be paid from the effective date of the appointment as per the provisions of Schedule II of the above circular.

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