

PARLIAMENT OF SRI LANKA

Post of Assistant Librarian

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of "Assistant Librarian" on the Staff of the Secretary-General of Parliament

Applications prepared in accordance with the specimen given below, along with the copies of the certificates of educational/professional qualifications and experience, should be sent under registered cover to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before April, 30, 2021. The post applied for should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Salary Scale.*— According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 47, 340 – 3 x 755/ 13 x 1,030 – Rs. 62,995/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs. 95,000 /=-)

2. *Educational Qualifications and Experience*

2.1 (a) Having passed the G.C.E (O/L) examinations in six subjects including credit passes for Sinhala/Tamil, English/English Literature and Mathematics in not more than two sittings

And

A Degree in Library and information Science offered by a University recognized by the University Grants Commission

OR

(b) Having passed the G.C.E (O/L) examinations in six subjects including credit passes for Sinhala/Tamil, English/English Literature and Mathematics in not more than two sittings

And

A Degree offered by a University recognized by the University Grants Commission and the final examination certificate in Library Science, Documentation and Information Science offered by the Sri Lanka Library

Association or professional advanced certificate in Library and documentation services of the University of Kelaniya.

2.2 Not less than three year post-qualifying work experience at a recognized Library.

2.3 Candidates having qualifications in Information Technology obtained from a recognized institution will be given priority.

3. *Age Limit.*— Should not be less than 21 years and not more than 40 years of age as at the closing date for applications.

4. *Method of Recruitment.*— Through a written test and an interview

5. *Terms and Conditions of Service :*

(i) This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.

(ii) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.

(iii) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government and the selected candidates will be subjected to a medical examination.

(iv) A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

6. Applicants should attach copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so.

(a) Birth Certificate,

(b) Certificates of Educational Qualifications,

- (c) Certificates of Professional Qualifications,
(d) Certificates of Experience.

7. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.

8. Canvassing in any form will be a disqualification.

9. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.

10. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments /Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

W. B. D. DASANAYAKE,
Secretary,
General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte,
09th April, 2021.

SPECIMEN APPLICATION FORM

POST OF ASSISTANT LIBRARIAN

01. (a) Name with initials (in Sinhala/Tamil) :
- (b) Names denoted by initials (in Sinhala/Tamil) :
- (c) Full Name (in block capital letters): Mr./Mrs./Miss :
02. National Identity Card Number :

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03. (a) Private Address:
- Telephone No. :

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- (b) Office Address:
- Telephone No. :

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- (c) Please indicate the address the admission to be posted.
Private Office
04. (a) Date of Birth: Year Month Date
(A copy of the birth Certificate should be attached)
- (b) Age as at closing date for applications: Years: Months: Days:

- 05. Civil Status: (Married/Unmarried) :
- 06. Gender: (Male/Female) :
- 07. State whether a citizen of Sri Lanka: (Yes/No) :
- 08. Educational and Higher Educational Qualifications:

(Copies of the certificates should be attached)

<i>Examination</i>	<i>Subjects</i>	<i>Pass</i>	<i>Year</i>
<i>G.C.E (O/L)</i>	<i>Sinhala/Tamil</i>		
	<i>Mathematics</i>		
	<i>English/English Literature</i>		

<i>Degree</i>	<i>Subject</i>	<i>University</i>	<i>Year</i>

- 09. Professional Qualifications (copies of the certificates should be attached):

- 10. Other Qualifications (copies of the certificates should be attached):

11. Experience (Copies of the Certificates should be attached) :

<i>Institution</i>	<i>Post</i>	<i>Service Period</i>

- 13. Details of the present employment:
 - (a) Name and Address of the Institution:
 - (b) Date of First Appointment:
 - (c) Present Post:
 - (d) Monthly basic salary:
 - (e) Allowances:
 - (f) Gross Salary:

14. Have you been convicted for any criminal offence by a Court of Law? (Yes / No)
 If yes, give details:

15. Have you served under the Government before? (Yes / No)
 If yes, give details:

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

.....,
Signature of the Applicant.

Date:

*Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service)*

Secretary - General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of in this Institution. I certify that he/she has been/has not been confirmed in this post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

.....,
Signature of Head of Department/
Institution (Official Stamp).

Date: