



**Recruitment to the posts of Librarians' Service (Class III)
in Local Government Institutions of Central Provincial Public Service - 2021**

01. APPLICATIONS are invited from both men and women with permanent residence in the Central Province for the existing vacancies in the Class III of the Librarians' Service in the Public Libraries of the Local Government Institutions of Central Province.
02. This post is permanent / pensionable.
03. Salary scheme: Pub. Ad. Cir. 03/2016, MN 3 – 2016
Salary Scale: Rs. 31,040 – 10x445 – 11x660 – 10x730 – 10x750 – 57550/-

04.

04.01. Basic Qualifications :

- i. Should be citizens of Sri Lanka
- ii. Should be permanent residents of Central Province. (Permanent Residence in the Central Province within 03 years prior to the closing date for applications should be confirmed at the interview)
- iii. The applicants should not be convicted in any court of law under the Penal Code
- iv. Must be of excellent character and in good physical health

04.02. Educational and Other Qualifications:

04.02.01. Open Recruitments:

- i. Should be a citizen of Sri Lanka/ Permanent Resident in the Central Province for 03 years prior to the closing date of applications ;
and
- ii. Should be not less than 18 years of age and not more than 35 years of age on the closing date of applications (Maximum age limit does not apply to officers already in permanent service in the Public Service) ;
and
- iii. Should have passed the G.C.E. (O / L) Examination in 6 subjects with credits in one of the 03 languages Sinhala / Tamil / English, Mathematics and two other subjects. Should have passed 05 of these subjects at one sitting and passed any 03 subjects in the G.C.E. (A/L) examination ;
and
- iv. (a) Should have passed the three year Diploma in Library Science from a recognized University ;
or
(b) Should have passed the three year Diploma Course in Library Science of the Sri Lanka Library Association

04.02.02. Limited Recruitments:

- i. Should have been confirmed in the post of Library Assistant / Library Employee in a Local Government Institution in the Central Province and should have completed 10 years of active service in that post and have completed a satisfactory period of 05 years prior to the date of call for applications (maximum age limit is not applicable for this) ;
and
- ii. (a) Should have passed the first year of a three year Diploma in Library Science from a recognized University ;
or

- (b) Should have passed the first year of the three year Diploma Course in Library Science of the Library Association of Sri Lanka.

Note: - All the above qualifications under 04.02.01 and 04.02.02 should be completed by the last date of calling for applications.

Active Period of Service means.- The period of service excluding half pay leave or no pay leave or break / breaks of service, during which the officer is actually engaged in duties entrusted to him/her, receiving salaries entitled to the post and earned all salary increments entitled to the post, subject to the requirements of the Central Province and / or policies of Central Province.

Satisfactory Service means.- A period of service which has shown a moderate level of performance during the relevant period, without any suspension or stoppage or deferment, has earned all the increments within the prescribed preceding five years and has not been subjected to any form of disciplinary action other than warning.

04.03. Method of Recruitment.-

70% of the existing vacancies will be filled on the basis of open competitive examination results and 30% on limited competitive examination results. In cases where there is not a sufficient number of qualifiers under the limited competitive examination, the same number will be recruited from the qualifying candidates under the open competitive examination in the order of marks. Vacancies will be filled in accordance with government policies and regulations regarding recruitment after confirmation of eligibility by an interview board convened on the basis of marks in the competitive examination results. No marks will be awarded for the interview. Recruitments are made on the basis of district population ratio as per the provisions of Public Administration Circular 15/90 issued on 09th March 1990.

04.03.01. Subjects :

The Competitive Examination shall consist of question papers mentioned below.

Library Science	:	Duration 3 hours - 100 marks
Intelligence Test	:	Duration 1 hour - 100 marks
General Knowledge	:	Duration 1 hour - 100 marks

Subject	Syllabus	Duration	Total Marks
Library Science	(1) Libraries and Librarianship : (a) Libraries and history of Libraries. (b) Reader Services. (c) Commencement and evolution of books, various documents and non-printed media. (d) Organizations of professionals : (i) Sri Lanka Library Association. (ii) American Library Association and British Library Association. (e) Types of Libraries : (i) Libraries in schools and Academic institutions. (ii) Libraries in Ministries and Departments of the government. (iii) Public Libraries. (f) Library committees. (g) Conservation and Preservation.	03 hours	100 marks

<i>Subject</i>	<i>Syllabus</i>	<i>Duration</i>	<i>Total Marks</i>
	<p>(2) Knowledge and organizations of Information :</p> <p>(a) Classification of books and objective and benefits of the same (b) Basic rules of classification of books (c) Dewey decimal classification (d) cataloguing and objectives of cataloguing (e) Anglo American Cataloguing Rules - 2 (f) Entries and books description (g) Types of catalogues</p> <p>(3) Library Resources and Information Services :</p> <p>(a) Various Library Resources (b) Selection of Library Resources and the selection process (c) Acquisition and Acquisition process (d) Processing (e) Board of Survey and Weeding process</p> <p>(4) Information Communication Technology :</p> <p>(a) Effects of information Technology or Library Services</p>	03 hours	100 marks
Intelligence Test	A question paper that measures a candidate's ability to understand the interrelationships, quantification, and time-space correlations between the candidates' conclusions and responses to the problems presented in terms of number of words and images.	01 hour	100 marks
General knowledge	It is a question paper that measures the candidate's general knowledge and understanding of the library subject and library field in relation to various organizational environments in the national, regional and global world as well as social, cultural, educational, political, economic and other relevant factors in our society.	01 hour	100 marks

04.03.01.02. Syllabus of Limited Competitive Examination :

<i>Subject</i>	<i>Syllabus</i>	<i>Duration</i>	<i>Total Marks</i>
Library Science	<p>(1) Libraries and Librarianship :</p> <p>(a) Libraries and history of Libraries, Main Libraries of the modern and ancient world. (b) Origin and evolution of the art of writing and other written media including books. (c) Origin of printing technology, expansion and the influence of the printing technology on Libraries and the subject of social development.</p>	3 hours	100 marks

<i>Subject</i>	<i>Syllabus</i>	<i>Duration</i>	<i>Total Marks</i>
Library Science	<p>(d) Types of Libraries.</p> <p>(i) Special Libraries. Structure, functions and services of Libraries in the institutions such as Ministries, Departments and cooperation's and Research Libraries.</p> <p>(ii) Academic Libraries. Structure, functions and service of Libraries in Universities and other higher educational institutions.</p> <p>(iii) School Libraries.</p> <p>(vi) Public Libraries.</p> <p>(v) Libraries in Pirivenas, Temples and Libraries in other religious Institutions/monasteries.</p> <p>(e) Necessity, significance and role of Library Committees.</p> <p>(f) Organizations of professionals in relation to Library field and functions of such organizations (National and international levels) (Sri Lanka, India, America, Great Britain.).</p> <p>(g) Considerations in Library Building Design / Establishment / Organization or Improvement of a Library in an Existing Building</p> <p>(h) Conservation and preservation of Library equipment.</p> <p>(i) Disasters and Disaster Management.</p> <p>(2) Organization of information and knowledge:</p> <p>(a) Objective and benefits of Book classification.</p> <p>(b) Main classification methods applied in the Libraries in Sri Lanka; Dewey decimal classification, Universal Decimal classification.</p> <p>(c) Objectives of cataloguing, Anglo American cataloguing rules (AACR).</p> <p>(d) Bibliographical Description.</p> <p>(e) Compilation of entries using AACR-2.</p> <p>(3) Library Resources and information services:</p> <p>(a) Various Library Resources.</p> <p>(b) Collective development policies and their importance</p> <p>(c) Acceptance process, including the selection of library resources</p> <p>i. Principles of Library Resource Selection, Sources</p> <p>ii. Various technical services including retrieval process, processing</p> <p>iii. Bulk survey and disposal process</p> <p>(d) Publishing, copy right and censorship.</p> <p>(e) Current Awareness Services.</p> <p>(f) Awareness program for readers.</p> <p>(g) Public relations and Publicity for Libraries.</p>	3 hours	100 marks

<i>Subject</i>	<i>Syllabus</i>	<i>Duration</i>	<i>Total Marks</i>
Library Science	(4) Information Communication Technology: (a) Application of computer technology in Libraries, significance and productivity of information technology in Library activities and functions	3 hours	100 marks
Intelligence Test	A question paper that measures candidates' conclusions and responses to the problems presented in terms of number of words and images, their ability to understand, quantify and understand the relationship between time and space.	01 hour	100 marks
General knowledge	A question paper that measures the candidate's general knowledge and understanding of the library subject and library field in relation to the social, cultural, educational, political, economic and other relevant factors that exist in our society, as well as in various organizational environments in the national, regional and global world.	01 hour	100 marks

A minimum of 40% marks is required for each question paper to pass the examination. Recruitment will be done in the order of marks obtained according to the number of vacancies allotted for the competitive examination.

05. *Method of Application.-*

- i. The application should be prepared using A4 (21 cm x 29 cm) size paper as per the model given at the end of the announcement. (The first page should be numbered 01 to 07, the second page 08 to 10, the third page 11 to 14 and the fourth page 15)
- ii. Completed application should be sent by registered post to the "Commissioner of Local Government, Department of Local Government, Provincial Council Complex, Pallekele, Kundasale" before 04.10.2021. Applicants currently serving in the Public Service and Provincial Public Service should send their applications through the Head of their Department / Institution. The top left hand corner of the envelope should be clearly marked with the words "Open / Limited Competitive Examination for Recruitment to Class III of the Librarians' Service of Central Provincial Public Service - 2021".
- iii. The application must clearly be marked whether you are applying on an open basis or on a limited basis. Applications of limited applicants should be submitted by the Head of the Institution of the relevant institution.
- iv. The application district should indicate the code number of the district of the applicant's permanent residence:

Kandy – 01 Matale – 02 Nuwara Eliya - 03
- v. Applications which do not conform to the relevant format and applications which are not sent in correct and clear handwriting and do not meet the basic qualifications for recruitment on the last date of calling and do not comply with the conditions mentioned, will be rejected without any notice. The Department of Local Government, Central Province will not hold any responsibility on delayed and lost applications in post.
- vi. Applicant's signature should be attested by a Principal of a Government school/ a Justice of Peace/ a Commissioner of Oaths/ a Notary Public/ a Commissioned Officer of the Armed Forces/ a high rank officer of the Police Service or a Staff Officer holding a permanent post in the Government or Provincial Public Service with an annual salary of Rs. 498,960 / - or more.

Note: No document or copy other than the receipt for the payment of examination fee should be attached to the application form.

06. Examination Fees:

Receipt of payment of Six Hundred Rupees as examination fee (600 / -) credited to the revenue head 20-03-02-13 of the Chief Secretary of the Central Province to any Divisional Secretariat in the Central Province shall be attached to the application form. Receipts or money orders paid for any other institution except to a Divisional Secretariat shall not be accepted. It should also be noted that the examination fees paid will not be refunded for any reason.

07. Service Conditions and Regulations:

- i. Shall be bound by the provisions of the Establishments Code, Financial Regulations, Provincial Financial Regulations and regulations made by Departments and other orders stipulated from time to time by the Central Provincial Council.
- ii. All officers in accordance with the provisions of Public Administration Circular No. 18/2020 and Circulars consequential thereto, must obtain proficiency in the other official language in addition to the official language of the service within 03 years of joining the service. Salary increments of officers who do not obtain the prescribed second language proficiency within 03 years from the date of appointment will be suspended until they qualify.
- iii. Upon appointment to this post, the appointee will be subject to a compulsory period of service of 03 years at the place of appointment and no request for transfer will be considered till the expiry of that period.
- iv. Must agree to work in any Public Library of a Local Government Institution, in the Central Province.

08. Examination Centre :

This examination shall be conducted in Kandy Town. The candidates should produce their admission cards with the attestation of their signatures, to the Supervisor of the examination center.

09. Identity of the Candidate:

Candidates should prove their identity in the examination hall to the satisfaction of the Head of the Examination Hall for each subject in which they appear. Only the following documents will be accepted for this purpose.

- (A) National Identity Card issued by the Department of Registration of Persons
- (B) Valid passport issued by the Department of Immigration and Emigration
- (C) Valid driving license issued by the Commissioner of Motor Traffic

10. Conducting the examination : shall be conducted by the Public Service Commission of the Central Provincial Council.

11. The Commissioner of Local Government, Central Province reserve such powers to postpone or cancel the examination, selection after examination / not selecting or taking final decision of number of vacancies and on matters not mentioned herein.
12. The Commissioner of Local Government, Central Province reserve such powers to determine the number of recruits at the time of recruitment.
13. Candidacy will be canceled if it is revealed that a candidate is not eligible before the appointment. They will also be dismissed if it is discovered that they have knowingly submitted false information or that the correct information has been intentionally suppressed.

H. M. M. U. B. HERATH,
Commissioner of Local Government,
Central Province.

Department of Local Government, Central Province,
20th of August 2021.

Specimen Application Form

**Recruitment to the posts of Librarians' Service (Class III)
in Local Government Institutions of Central Provincial Public Service - 2021**

(For official usage)

District and Code No. applied for :

Whether Applying for Limited / Open: Limited : Open : (Tick the related cage)

District of residence : (Kandy - 01, Matale - 02, Nuwara Eliya - 03)

01. i. Name with Initials at the end :

(In English Capital Letters) PERERA A.B.C.

ii. Names donated by the Initials: (In English Capital Letters)

.....

.....

iii. Name in Full (in Sinhala / Tamil)

.....

.....

02. National Identity Card No. :

03. i. Address to which the Admission Card shall be posted :

.....

ii. Permanent Address :

.....

iii. District of Permanent Residence :

iv. Divisional Secretary Division :

v. How long have you been living in the Central Province? :

04. Telephone No.

05. Sex : Male / Female :

06. Medium of appearing for the Examination :

(Mark as Sinhala – S, Tamil – T, English - E)

07. i. Date of Birth :

ii. Age as at 2021.09.03: Years : Months : Days :

08. Race:

09. *Educational Qualifications :*

i. G. C. E. (O/L) Examination : Year :..... Index No. :.....

ii. Year : Index No: Year :..... Index No :.....

<i>No.</i>	<i>Subject</i>	<i>Competence</i>

<i>No.</i>	<i>Subject</i>	<i>Competence</i>

iii. G. C. E. (A/L) Examination : Year :..... Index No. :.....

<i>No.</i>	<i>Subject</i>	<i>Competence</i>

iv. Description of the degree / diploma obtained :

<i>Degree/Diploma</i>	<i>University / Institute</i>	<i>Valid date of the Degree/ Diploma</i>

v. Other Professional Qualifications :

.....

10. i. Whether you have ever been convicted by a court of law? Yes / No

ii. If yes, give details :

11. If you are already serving in the Government or Provincial Public Service -

- i. Present Post :
- ii. Date of appointment to the above post :
- iii. Name and address of the work place :
- iv. Contact number of work place :

- 12. i. Receipt number and date of payment of examination fees :
- ii. Divisional Secretariat from which the receipt was obtained :

Please affix the receipt obtained on payment of examination fees.

13. I, do hereby certify that the particulars furnished by me in this application are true and accurate. According to the conditions laid down for this recruitment, I am also aware that, if any particulars contained herein are found to be false or incorrect, my candidature can be canceled before or after the examination and I will be subject to dismissal if it is revealed after the selection.

.....
Signature of Applicant.

Date :.....

Attestation of the signature of the applicant :

14. I, hereby certify that the applicant Mr./Mrs./Misswho submits this application is known to me personally and that he/she placed his/her signature in my presence and he/she has paid the prescribed examination fee and affixed the receipt.

.....
Signature of Attester.

Name :.....

Designation :.....

Date :.....

(Place the Official Seal)

(Applicant’s signature should be attested by a Principal of a Government school/ a Justice of Peace/ a Commissioner of Oaths/ a Notary Public/ a Commissioned Officer of the Armed Forces/ a high rank officer of the Police Service or a Staff Officer holding a permanent post in the Government or Provincial Public Service with an annual salary of Rs. 498,960 / - or more).

Recommendation of the Head of the Department

15. I, certify that the applicant, Mr./ Mrs./ Miss..... is currently employed atas a since..... and the details furnished by him/her in this application were verified with his/her personal file and service records and that they are correct. His/her work and conduct were satisfactory and the salary increments for the immediate 05 years were duly earned and he/she possess all qualifications to apply for the post of Librarian in the Central Province and whereas if she/he is selected for this post, he/she can be/cannot be released from the current position that she/he holds.

.....
Signature of the Head of the Department.

Name :.....

Designation :.....

Date :.....

(Place the Official Seal)