



DEPARTMENT OF NATIONAL ARCHIVES

Open Competitive Examination for Recruitment to the post of Supervising Management Assistant Technical Services Category Archival Reprographer Training Grade of the Department of National Archives - 2021

Applications are invited from qualified citizens of Sri Lanka to recruit to the post of Supervising Management Assistant Technical Services Category Archival Reprographer Training grade of the Department of National Archives. There are 06 vacancies. 70% of this is recruited under open stream.

01. Recruitment will be done through this examination for the post of Supervising Management Assistant Technical Services Category Archival Reprographer Training Grade of the Department of National Archives. The last date for calling applications is **February 07, 2022**. The examination will be held only at the examination centers established in Colombo.

02. Duties of the Post:

<i>Approved designation names</i>	<i>Duties</i>
Archival Reprographer	Reprography of documents in the archives and newspapers of the Department of National Archives to replace in another medium, Quality inspection of micro- filming photographs, performing photographic activities of the department and copying documents required for public requests, Perform other duties related to the post assigned by the Director General National Archives, National Archives Dep./ Asst. Director (Films & Audio Visual), National Archives Dep./ Asst. Director (Technical) and Chief Archival Reprography Officer.

03. Terms of service:

- (a) Establishments Code and the Amendments made or thereafter to the Service Minute and Procedure and the Service Minute of the Sri Lanka Technological Service, to the General Conditions Governing appointments in the Public Service and to the terms and conditions imposed in the Procedure approved by the Public Service Commission on 05.06.2018 Candidates who are selected subject to the provisions of the Financial Regulations will be appointed to the Post of Archival Reprographer after successfully completing the training period.
- (b) This post is permanent. With pension. Although this position is stated to be pensionable, future recruits will be subject to future policy decisions taken by the Government regarding the pension scheme. You must also contribute to the Widows' and Orphans' Pension Scheme/ Widows' and Orphans' Pension Scheme. You will have to pay contributions as required by the Government from time to time.
- (c) Candidates who are admitted to this training grade will be recruited to Grade III Archival Reprographer after successfully completing the two year training period and submitting the certificate of passing the examination conducted by the relevant institutions. The appointment is subject to a three - year probation period. Supervising Management Assistants shall pass the Departmental Examination in addition to the First Efficiency Bar Examination as specified in the Recruitment Scheme within 03 years of recruitment to the Grade III Archival Reprographer of the Technical Services Category.
- (d) The Director General of National Archives has the power to cancel the appointment of candidates who fail to accept the duties of the post offered to them on the due date.

04. Monthly Salary Scale:

According to the Public Administration Circular No. 03/2016, the allowance applicable to the Supervising Management Assistant Technical Service Category Archival Reprographer (Training Grade) of the Department of National Archives is as follows :

Monthly for the first year: Rs. 27,140/-
Monthly for the second year Rs. 27,140/-

Apprentices who pass the examination conducted after satisfactory completion of the two year training period will be promoted to the post of Supervising Management Assistant Technical Services Grade III Archival Reprographer in the Department of National Archives. According to the aforesaid circular, the relevant salary scale (MN 3 - 2016) is Rs. 31,040 - 10 x 445 - 11 x 660 - 10 x 730 - 10 x 750 - Rs. 57,550/- (Starting Salary Step - Rs. 31,040). In addition, you may receive other allowances paid by the government to public servants from time to time.

05. Recruitment Qualifications:

<i>Position</i>	<i>(a) Education Qualifications</i>	<i>(b) Professional Qualifications</i>	<i>(c) Experiences</i>
Archival Reprographer (Training Grade)	Should have passed the G. C. E. (O/L) examination in Sinhala/ Tamil, Mathematics, Science and one other subject with Credit Pass in six (06) subjects simultaneously and in English not more than twice, And Passing the GCE Advanced Level Examination in three subjects (excluding the General Examination) simultaneously with two (02) subjects namely Biology, Chemistry, Combined Mathematics, Pure Mathematics and Applied Mathematics.	Not Applicable	Not Applicable

(a) Physical Fitness:

Every candidate should be mentally and physically fit enough to work in any part of Sri Lanka and perform the duties of the post.

(b) Other:

- I. Must be a citizen of Sri Lanka.
- II. Must have a great character.
- III. No clergyman of any denomination is eligible to appear for this examination
- IV. All the qualifications required to appear for the competitive examination for the post should have been completed in all respects by the date mentioned in the Notice of Calling Application/ *Gazette Notification*.

(c) Age:

The closing date for applications should be not less than eighteen (18) years and not more than thirty (30) years. Accordingly, only those whose birthdays falls on or before February 07, 2004 and February 07, 1992 or thereafter are eligible to apply.

06. Method of recruitment:

Recruitment will be made for the Grade of Archival Reprographer Training based on the results of the written competitive examination and the General Interview. Candidates who have passed the written examination will be selected on the basis of their merit in the number of open recruitments followed by a general interview. Candidates who are admitted to this training grade will be recruited to Grade III Archival Reprographer after successfully completing the two year training period and submitting the certificate of passing the examination conducted by the relevant institutions. Apprentices who fail the examination held at the end of the training have the opportunity to extend their training period for a period not exceeding 6 months. At the end of such an extended period, the service of the apprentices who fail the re - sit examination will be terminated.

(a) Written exam

A written examination consisting of two (02) question papers consisting of the following subjects will be conducted. The minimum marks required to pass each subject are as follows :-

<i>Subjects</i>	<i>Time</i>	<i>Total score</i>	<i>Minimum marks required to pass</i>
01. Intelligence test	01h	100	40
02. Technology තාක්ෂණය (An objective examination relevant to the post)	02h	100	40

Candidates should sit for all the question papers and answer all the question papers in one language only. The examination will be conducted in Sinhala, Tamil and English mediums and the medium of application will not be changed later.

(i) *Examination Results* - Candidates will be notified of the results by the Commissioner General of Examinations by post or through the website www.results.exams.gov.lk

07. Syllabus for the examination:

<i>Name of the question paper</i>	<i>Syllabus</i>
01. Intelligence test	It is intended to measure the candidate's general intelligence, reasoning ability, expression, numerical ability and comprehension ability.
02. Technology (Technical and subject related examination relevant to the post)	This is intended to measure the technical knowledge relevant to the positions.

08. Examination fees:

Examination Fees Rs. 600. Further, the examination fee should be paid in cash to any post office/ sub post office in the island under the Revenue Heads of the Commissioner General of Examinations 20-03-02-13 and the receipt obtained in the name of the applicant should be affixed at one place on the edge of the application so that it does not slip. Money orders or stamps will not be accepted for the examination fee and the fee paid for the examination will not be refunded or transferred for any other examination for any reason. It may also be helpful to have a photocopy of the receipt.

09. Method to apply:

(a) The application should prepare according to the format attached to this notice and should be prepared on A4 paper. Computer- generated applications can also be used. The application should be prepared in such a way that the headings numbered 1.0 to 3.3 are included on the first page, the headings numbered 4.0 to 5.2 on the second page and the rest on pages 3 and 4. The applicant should complete the application in his own handwriting through the medium in which he/she is applying to appear for the examination.

(b) Applications that do not comply with the specimen application and applications that are incompletely informed will be rejected without notice. (It may be helpful to have a photocopy of the application). The applicant should inquire whether the completed application is in line the application mentioned in the notice of examination. Otherwise the application may be rejected. The name of the examination mentioned in the title of the application should be in Sinhala in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. The applicant should pay the prescribed examination fee, enter the details in the application and check again whether the receipt has been affixed.

(c) Completed application should be received under registered cover on or before **07th February 2022** "Director General of National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07".

At the top left corner of the application envelope should be clearly written "Open Competitive Examination for Recruitment - 2021" for Supervising Management Assistant Technical Service Category Archival Reprographer Training Grade of the Department of National Archives. No applications will be accepted after the closing date.

(d) The signature of the applicant should be certified in the application and in the admission form for the examination. Whether an applicant working in a public service/ provincial public service/ public corporation have his/ her signature by the head of the institution or an authorized officer, otherwise an applicant should have his/her signature as the head/ retired officer of a government school, divisional officer, judge of the court, oath taker, oath taker Certified by a notary, an authorized officer of the Armed Forces, an officer of permanent staff rank in the Government/ Provincial Public Service, the Chief Incumbent of a Buddhist Temple, or the Presiding Priest, or in charge of any other religious place of worship or having a significant position in the clergy.

(e) Incomplete applications will be rejected. No complaints regarding loss or delay of application will be considered in the mail. The applicant shall bear the damages incurred by delaying the application till the last date.

(f) You will not be notified that the application has been received. Examination Admission will be issued by the Commissioner General of Examinations to the candidates who have paid the prescribed examination fees on or before the last date of receipt of the applications mentioned in the examination and submitted the completed applications along with the relevant receipt on the presumption that only those who have the qualifications mentioned in the examination notice have

applied. The Department of Examinations of Sri Lanka will publish an announcement in the newspapers and on the official website of the Department stating that as soon as the examination admission forms are issued. If there is a candidates who has not obtained the admission card even after 02 or 03 days from the date of publication of the notice, he should inquire about it from the Institutional Examination Organizing Branch of the Department of Examinations of Sri Lanka as mentioned in the advertisement. In doing so, the applicant should state the name of the examination to which he/ she has applied, the full name of the applicant, the National Identity Card number and the address. If the applicant is a resident outside Colombo, it would be more effective to send a request letter to Fax No. 011 2784232 stating the applicant's fax number so that a copy of the ticket can be obtained by fax with the details. In doing so, it will be useful to have a copy of the application, copy of the receipt of payment of examination fees and the registered post article at the time of mailing the application to confirm any information requested by the Department of Examinations.

10. Entering the exam:

(a) Admission cards will be issued by the Commissioner General of Examinations to the candidates who have submitted the complete application in all respects. A candidate who does not present his/her admission card will not be allowed to sit for the examination.

(b) Candidates should sit for the examination at the examination hall allotted to them. Each candidate should certify the signature of the relevant admission card for the examination hall and hand it over to the Head of the examination hall on the first day of his sitting in that hall.

Note - Issuance of an Examination Admission Card to a Candidate is not considered as recognition that he or she has qualified for the examination.

(c) Candidates should confirm their identity to the satisfaction of the Head of the Hall for each subject they are sitting for in the examination hall. Any of the following documents will be accepted for this purpose.

- I. National Identity Card
- II. Valid Passport
- III. Valid Sri Lankan Driving License

Candidates should also enter the examination hall without covering their face and both ears so that they can verify their identity. Candidates who refuse to prove their identities will not be admitted to enter the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the candidates should not cover the face and both ears so that the candidate can be identified by examination authorities.

11. Penalties for providing false information:

If a candidate is found to be ineligible, his/her candidature may be cancelled at any time before, during, or after the examination. A candidate is subject to dismissal if he/ she is found to have deliberately made a false point, or if he/she has deliberately suppressed an important point. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the issuance of results. Violation of those rules will result in a penalty imposed by the Commissioner General of Examinations.

12. Matters not considered in these regulations will be decided by the Director General of National Archives.

13. If there is any inconsistency or inconsistency between the language texts of this announcement published in the Sinhala, Tamil and English mediums, in such a case the Sinhala press release will be acted upon.

As per the order of the Public Service Commission,

Director General National Archives,
Department of National Archives,
No. 07,
Philip Gunawardena Mawatha,
Colombo 07.
05th day of January 2022.

5.3 G.C.E. (A/L)

Year :

Index No:

Subject	Grade	Subject	Grade

6.0 Examination Fees (Fixed the receipt)

- I. Post Office/ Sub Post Office:
Which the payment has done
- II. Amount:
- III. Date of the payment:
- IV. Number of the receipt:

Fix the receipt here.
(Keep the copy would be useful.)

7.0 Statement of the applicant:

I declare that the information given here is true to the best of my knowledge and belief. I am aware that I will be subjected to disqualification if the information is found to be false prior to my selection and I will be subject to dismissal without any compensation if it is discovered after the appointment. I further declare that I am subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of examinations and the issuance of results. I also state that the relevant examination fees have been paid and the receipt has been affixed.

.....
Date

.....
Signature of the Applicant.

8. 0 Attestation of the signature of the Candidate:

(Cut out irrelevant words)

Submitting this application Mr./Mrs./ Miss That I personally know and I hereby certify that he/she was signed in front of me on day of and that the due examination fee has been paid and the receipt has been affixed.

Signature of certifying officer:
 Full name of the certifying officer:
 Designation : (Rubber stamp):-
 Address:

Date:

Note: The application should be certified as mentioned in paragraph 9 (d) of the *Gazette* Notification.

9.0 Attestation of the Head of the Department/ Institution.

I here by certify that Mr/Mrs/Miss Who is working in this Ministry/ Department/ Institution. If he/she will be selected for this post, he/she can/cannot be released from the service.

.....

Rubber Stamp:

Signature of the head of the Department

Date:

Name of the head of the Department:

Designation:

Address of the Office: