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PART I : SECTION (1) - GENERAL

Government Notifications

MINUTE ON THE SRI LANKA LIBRARIANS' SERVICE

Minutes on the Sri Lanka Librarians' Service is shown below.

Dixon Nilaweera,

Secretary

Public Administration, Home Affairs and Plantation Industries

Ministry of Public Administration, Home Affairs and Plantation Industries.

Colombo 07.

13th November, 1997.

01. Date of Operation - This Minute will come into operation as from 01.08.1997.
02. Interpretation:
 - 2.1 The word "Minute" means the Minute on the Librarians' Service of the Government of Sri Lanka.
 - 2.2 The word "Director-General" means the Director-General of Combined Services.
 - 2.3 The word "Service" means the Librarians' Service of the Government of Sri Lanka.
 - 2.4 "Satisfactory period of service"- only an officer who has earned on the dates on the due dates all the salary increments due during the proceeding five years, and who has not received any punishment for any offence (except a warning) during the said period will be considered as having a satisfactory period of service.
03. Structure, Salary Scales and Cadre:
 - 3.1 The Cadre is subject to change according to the needs of the time, this means the number of Librarians serving under the Central Government, as distinct from the provincial Public Service of the Democratic Socialist Republic of Sri Lanka.
 - 3.2 This Service will be under the control of the Director-General of Combined Services.
 - 3.3 Class, Grades and Salary Scales of the Service are as follows: Grades III and II are Combined Grades

Grade	Salary Group	Salary Scale	
Class III	(T-II-1)	Rs.67,320-10x1,560-6x2,460-Rs.97,680 Efficiency Bar before Rs. 72,000	According to Public Administration Circular No. 02/97
Class II	(T-II-2)	Rs.68,340-6x1,560-9x2,460-Rs.99,840 Efficiency Bar before Rs. 73,020	
Class I	(T-II-3)	Rs. 70,200-4x1,560-10x2,460-1x2,700-Rs.103,740	
Supra Grade	(T-5-3)	Rs. 97,500-11x2,700-Rs. 127,200	

There will be no exemption from the Efficiency Bar on completion of 45 years of age.

These salary scales are subject to revision by the Government from time to time.

Absorption-Officers possessing 10 years, Satisfactory service in Grade III and II of the Librarians' Services as on 01.08.1997 will be absorbed into Grade II and I respectively. Officers who are already in Grade I, will be absorbed into Grade I to be formed under the new Minute, and officers in Grades III and II who have not completed 10 years service will be absorbed into Grades III and II respectively to be formed under the New Minute. This will apply only to officers who are in service on the date this Minute comes into operation.

04. The number of Posts-The number of posts the various Grades should consist of will be decided by the Director-General of Combined Services subject to the provisions of Section I of Chapter II of the Establishments Code after taking into consideration the requirements of each Department and present requirements and after consultations with the Director-General of the Budget.

The Cadre is subject to change from time to time according to existing needs.

75% of the vacancies existing in Grade III will be filled on the results of an Open Competitive Examination held by the Commissioner of Examinations, and balance 25% of the vacancies will be filled on the results of a Limited Competitive Examination.

05. Scheme of Recruitment-Grade III

(a) Open Competitive Examination-Candidates with the following Educational Qualifications are eligible to sit for the Open Competitive Examination for selection to the Post of Librarian Grade III :

Have in the General Certificates of Education (Ordinary Level) Examination, or in an examination of equal standard passed in 06 subjects including -

- Sinhala/Tamil; and
- having obtained credit passes in 04 other subjects one of which should be either, Arithmetic or Elementary Mathematics or Pure Mathematics or Mathematics and having passed in 5 of these subjects on one and the same occasion; and
- passed in any 3 subjects in the G.C.E. (A.L) Examination, in addition to the educational qualifications set out in (a) and (b) above;
- passed in Preliminary Examination of the Sri Lanka Library Association; or
- passed the 1st part of the Library Science Certificate Examination of a recognized University in Sri Lanka and have obtained professional qualifications.

The Open Competitive Examination for Grade III will consist of the following question papers:

- (i) one hour question paper on General Knowledge;
 - (ii) two hour question paper on Library Science.
- (2) Candidates should be between the ages of 18 and 45 years. This age limit will not apply to those who are already in the Public Service.

(b) Limited Competitive Examination-

(i) Library Assistants/Library Employees in Government Service confirmed in their posts and having 10 years' satisfactory service are qualified to sit for the Limited Competitive Examination held for selection of Grade III Librarians, if they possess the Educational Qualifications set out in (a) and (b) of I above. There is no age limit regarding this examination.

(ii) The Limited Competitive Examination will consist of the following question papers:-

- (i) A one hour question paper in General Knowledge;
- (ii) A two hour question paper in Library Science.

A single examination will be held for both the Open Competitive Examination and the Limited Competitive Examination and appointments will be made on merit obtained.

06. Grade II-Open Competition Examination - 40% of the vacancies in this Grade will be filled on the results of an Open Competitive Examination, and the balance 60% of the vacancies will be filled on the results of a Limited Competitive Examination open to officers who are in Grade III at present. This examination will be held by the Commissioner of Examinations.

(i) Minimum Educational Qualifications - Should have obtained in the G.C.E. (O/L) Examination or in an examination of equal standard-6 passes including-

- (a) Sinhala/Tamil; and
- (b) 04 credit passes one of which should be in either Arithmetic, Elementary Mathematics or Pure Mathematics, or Mathematics. Out of these 06 passes 05 passes should have been obtained on one and the same occasion; and in addition
- (c) should possess a Degree in Library Science from a recognized University in Sri Lanka; or
- (d) a Degree from a recognized University in Sri Lanka with Library Science as one of the subjects; or
- (e) a pass in the Final Examination of the Sri Lanka Library Association; or
- (f) a Bachelor of Arts Degree from a recognized University together with a pass in the Intermediate Examination of the Sri Lanka Library Board.

(ii) This examination will consist of the following question papers:-

- (a) a three hour question paper in Library Science;
- (b) a test in a second language as distinct from the mother tongue (Sinhala/Tamil/English).
A two hour question paper.

Grade II - Limited Competitive Examination-(i) Qualifications:

- (a) a pass in the Intermediate Examination of the Sri Lanka Library Services Board; or
- (b) possession of the Second Certificate in Library Science and Professional Documentation of a recognized University in Sri Lanka; or
- (c) A Diploma Certificate in Library Science from a Junior University; and in addition
- (d) Five years satisfactory service as a librarian in a library recognized by the National Library Services Board. This is an essential qualification to sit for this examination.

(ii) The Limited Competitive Examination will consist of the following question papers:-

- (i) A three hour question paper in Library Science;
- (ii) A test in a second language as distinct from the mother tongue (Sinhala/Tamil/English). A two hour question paper.

A single examination will be held in respect of the Open Competitive Examination and the Limited Competitive Examination and appointments will be made on merits obtained.

07. Grade 1 - Qualifications;

- (a) Ten years' experiences as a Grade II Librarian in a recognized Government Library; or
- (b) Possession of a Degree in Library Science from a recognized University in Sri Lanka and five years' experiences as a Grade II Librarian after obtaining the Degree; or
- (c) Possession of the Higher Certificate of the Sri Lanka Library Association and five years experience as a Grade II Librarian in a recognized library; or
- (d) Possession of the Higher Certificate in Library Science and Professional Documentation of a recognized university in Sri Lanka and five years' experience as a Grade II Librarian; or
- (e) Possession of a Bachelor of Arts Degree from a recognized University, a pass in the Intermediate Examination of the Sri Lanka Library Board and five years' experience as a Grade II Librarian;

Officers possessing the above qualifications will be appointed by the Public Services Commission on the results of a written examination held by the Commissioner of Examinations.

08. Supra Grade - Only officers who are already in the Supra Grade will be absorbed into the Supra Grade to be formed under the new Minute.

If any further vacancies remain after such absorption, appointments to such vacancies will be made by the Public Services Commission on seniority and merit of Grade I Librarians with satisfactory service during the proceeding five years and on the recommendations made by an Interview Board.

The Interview Board shall consist of the Director of the Library Services Board, the Director-General of the Budget or a representative of his not below the level of Director of the Budget and two Heads of Departments, the Director-General of Combined Services/or a representative of his not below the level of Director of Combined Services.

09. Efficiency Bar Examination held in respect of officers in Grade III of the Sri Lanka Librarians' Service-(i) The subjects for the Efficiency Bar Examination are as follows:

- (a) General Administration;
- (b) Financial Procedure.

(II) A candidate may sit for all the subjects of the Efficiency Bar Examination on one and the same occasions, or he may sit of each subject on different occasion. In order to be successful a candidate should obtain at least 40% of the marks set for each question paper. Every question paper will be of three hours duration:

- (a) General Administration-Includes chapters I to VIII, XII, XIV, XXIV, XXVII, XXVIII, XXXI, XXXII, and XXXIII of the Establishments Code.
- (b) Financial Regulations - Part I (except Chapter X) Accounts work performed by Librarians and relevant regulations.

10. Efficiency Bar Examination held for Officers in Grade II of the Sri Lanka Librarians Service:- (i) The Efficiency Bar Examination shall consist of following subjects:-

- (a) General Administration and Financial Procedure;
- (b) Library Organization.

(ii) A candidate may sit for all the subjects of the Efficiency Bar Examination on one and the same occasion or he may sit for each subject on different occasions. In order to be successful a candidates should obtain at least 40% of the marks set for each question paper. Every question paper will be is of three hours duration:

- (a) General Administration and Financial Procedure:
 - (i) Constitution of Sri Lanka
 - (ii) Chapter I to VIII, XIV, XXIV, XXV, XXVII, XXVIII, XXXI, XXXII and XXXIII of the Establishments Code.
 - (iii) Act establishing the Sri Lanka Library Association - 714
 - (iv) Sri Lanka Library Services Board Act
 - (v) Intellectual Property Act.
 - (vi) Financial regulations (Part I)
 - (vii) Accounts work performed by Librarians and relevant regulations.

- (a) Library Organization:
 - (i) Categories of Libraries and Services;
 - (ii) Library Sources and Organization;
 - (iii) Government Publications and their uses.

11. All officers under this Minute are bound to comply with the regulations of the Establishments Code of the Republic of Sri Lanka. Financial regulations, Departmental Regulations and any other rules and regulations that may be issued by the Government from time to time.