

Public Administration Circular : 03/2010

My no CLS/Interim pro/V
Ministry of Public Administration
and Home Affairs,
21.04. 2010

To Secretaries of all Ministries,
Heads of all Ministries,
District Secretaries,
Divisional Secretaries

Promotion of officers to class 11, I and special class of Librarians' service as per provision of Sri Lanka Government Librarians' service, without conducting an examination

Applications are hereby called from Librarians of Sri Lanka Librarians' service who have become qualified to be promoted under interim provisions of Para 10.2.2, 10.3.2 and 10.4 of Sri Lanka Government Librarians' Service Minute published in the Gazette Extra Ordinary of the Democratic Socialist Republic of Sri Lanka no 1620/22 dated 24th September 2009.

02. Qualifications for promotion to class II

(i) Shall have passed the intermediate examination of Sri Lanka Library Services Association.

or

(ii) Shall have obtained the second certificate in Library science and professional documentation of a recognized university in Sri Lanka.

or

(iii) Shall have obtained the diploma certificate on library sciences from a university,
and

(iv) Shall have completed a satisfactory active service of 10 years as a librarian in grade III of any library recognized by the National Library and Documentation services Board.

and

(v) shall have passed the Efficiency Bar Examination relevant to grade III in due time, as per the service minute effective from 01.08.1997.

03. **Qualifications for promotion to class I**

(i) Shall have completed a service of 13 years as a Librarian in grade II in a recognized government library,

(ii) Shall have completed an active and satisfactory service of 05 years as at the date on which the officer completed above 13 years service.

(iii) Shall have passed the Efficiency Bar Examination relevant to grade II in due time, as per the service minute effective from 01.08.1997.

or

(iv) Shall have obtained the degree in Library Science from a recognized university in Sri Lanka and completed a service of 08 as a librarian in grade II, after obtaining the degree.

or

(v) Shall have obtained the final certificate of Sri Lanka Library Association and completed a service of 08 as a librarian in grade II

or

(vi) Shall have obtained the higher certificate in library science and professional documentation from a recognized university in Sri Lanka and completed a service of 08 as a librarian in grade II,

or

(vii) Shall have obtained Bachelor of Arts degree from a recognized university and passed the middle test of Sri Lanka Library Board along with 08 years service as a librarian in grade II.

and

(viii) shall have completed an active and satisfactory service of 05 years immediately preceding the date on which the officer completed above 08 years service.

(ix) Shall have passed the efficiency bar examination within the period prescribed in the service minute effective from 01-08-1997.

04. **Promotion to special class**

(i) Officers who are at present in Supra Grade shall be absorbed into special class as per the service minute effective from 01-08-1997.

(ii) For the vacancies existing in special class from 01-08-1997 up to the date on which the interim period expires (up to 01-09-2012) as per the new service minute, promotions will be made by the interview board based on the recommendations of Public services Commission depending on seniority and merit of librarians in class I who have completed a satisfactory service of 05 years immediately preceding and were remaining in service during the above period.

05. All officers who are belonging to Sri Lanka Government Librarians Service in Ministries and Departments and qualified for applying for these promotions shall forward their applications prepared in accordance with the specimen form attached herewith to the respective head of department. The head of department shall certify that the particulars indicated in the application are correct and further forward it to the Director General of Combined Services containing the recommendations of the Secretary of respective ministry along with the certified copies of birth certificate, letter of appointment, letter of confirmation, letter promotion, educational certificates and other certificates to prove the candidate's qualifications.

06. Closing date of applications 31st May 2010

07. Officers who are absorbed under provisions in 9.2.2.1 of the new service minute published in the gazette extraordinary No: 1620/22 dated 24-09-2009 are also eligible for above promotions.

08. Please take necessary action to make relevant officers aware of these facts.

sgd/D.Dissanayake
Secretary
Ministry of Public Administration
& Home Affairs

Specimen form of application

Application for promotion to class II/I and special class in Librarians service as per interim promotions indicated in Para 10 of the Sri Lanka Government Librarians' Service minute published in Gazette Extra ordinary no 1620/22 dated 24.09.2009.

01. Service station
 - i. Ministry :-
 - ii. Department :-
 - iii. Sub Office :-

02. Name of the officer as indicated in the letter of appointment:
Mr/Mrs/Miss

03. Name after the change, if any change has been made :-

04. Date of birth :-
age as at 31.05.2010 :- years months days.

05. Private address (Permanent) :-

06. Date of first appointment to the post of librarian :-

07.
 - i Number of the letter of appointment :-
 - ii Date of appointment :-

08. Whether you have been confirmed in service? :- **Yes/No**

09. Present grade :- III/II/I supra.
 - i. Date of appointment to grade III and the period of service as at the same date :-
 - ii. Date of appointment to grade II and the period of service as at the same date :-
 - iii. Date of appointment to grade I and the period of service as at the same date :-
 - iv. Date of appointment to supra grade and the period of service as at the same date:-

10. Educational qualifications

- i.
.....
- ii.
.....
- iii.
.....
- iv.
.....
- v.
.....

11. Whether you have been absorbed into Sri Lanka Government Librarian Service under the service minute effective from 01.08.1997 :- **Yes/No**

- i. Number and the date of letter of absorption, if the officer has been absorbed :-
CLSL/...../..... (G)v date :-
- ii. If you have not been absorbed whether you have been absorbed after exercising option as per 9.2.2 of the new librarian service minute effective from 02.09.2009 :- **Yes/No**

12. Class to which the promotion is sought
Class II / Class I / Special Class
(delete words inapplicable)

13. Qualifications satisfied by the applicant as per Para 10.2.2, 10.3.2, and 10.4 of the service minute effective from 02-09-2009 relevant to the class to which the promotion is sought :-

- i.
.....
- ii.
.....
- iii.
.....
- iv.
.....

.....

v.
.....

(Please attach photocopies of the certificate)

14. Whether you have passed the efficiency bar examination relevant to your present grade of Librarian Service :- **Yes/No**
(attach the copy of the letter by which you have been passed)

15. I (Full name) serving as the librarian in (Grade) serving in the Ministry/Department of office hereby state that the particulars mentioned above are true and correct and further I am eligible to apply for promotions to Class II/Class I/Special Class (delete words inapplicable) as per Sections 10.2.2/10.3.2/10.4 (delete words inapplicable) of the Sri Lanka Government Librarians Service Minute published in the Gazette Extraordinary 1620/22 dated 24.09.2009.

Date :-

.....
Signature of Officer

Certificate of the Head of Department

I hereby certify that the particulars mentioned from 01 to 14 of the application for promotion to class II/I/Special Class submitted by Mr./Mrs./Miss holding a post of librarian in Grade of the Ministry/Department of office are true and correct according to the particulars of his/her personal file. Further, following particulars are submitted in respect of this officer.

I. Particulars of half-pay/no-pay leave obtained by the officer during the period of service :-

II. Total period of service of the officer as a Combined Librarian as at the date on which the officer seeks promotion :-

III. Period of service in class III/II/I as at the date on which the officer seeks promotion to Class

IV. Whether the officer has earned all due increments within the five years immediately preceding the date of promotion and whether the officer has an active period of service :-

V. Whether any disciplinary has been taken against the officer. (indicate particulars, if any) :-
.....

VI. Recommendations of the Head of Ministry/Department/ Institution :-
I hereby recommend/do not recommend to promote this officer to Class II/I/Special Class with effect from

Date:

.....
Signature of the Head of Department
Name :-
Post :-
Official Stamp:

Recommendation of the Secretary of the Ministry

I also agree with the above recommendation made by the Head of Department.

Date:

.....
Signature of the Secretary
Official Stamp: