

Public Administration Circular : 23/2022

My Number : සීඑල්එස්/විශේෂ උසස්/2017  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

28.12.2022

Secretaries of All Ministries  
Heads of Departments

**Promotion to Special Class of Librarians' Service as per Minute of Sri Lanka Librarians' Service published in the Gazette Extra Ordinary No: 1620/22 dated 24.09.2009**

Applications are called from the Librarians of Sri Lanka Government Librarians' Service, who satisfy the qualifications of Class I of Sri Lanka Government Librarians' Service in the following manner in order to be promoted to Special Class of the Librarians' Service as per the provisions in paragraph 6:3:4 of the Minute of Sri Lanka Government Librarians' Service published in the Gazette Extra Ordinary No: 1620/22 dated 24.09.2009.

02. Qualifications to be promoted to Special Class

(A) i Shall have completed at least a satisfactory and active service period of 05 years in a post of Librarian in Class I.

and

Shall have completed a one year Post Graduate Diploma in Library and information Science from a recognized university.

or

ii Shall have completed at least a satisfactory and active service period of 03 years in a post of Librarian in Class I.

and

Shall have completed a two-year Post Graduate Degree on research in Library and information Science and Information Science from a recognized university.

and

(B) Shall have completed a computer course on Library Science (duration not less than 160 hours) conducted by a university/recognized government institution or the Sri Lanka Library Association.

and

(C) Shall have obtained Chartered Librarianship.

03. Promotion to Special Class is made by the Public Service Commission on the number of existing vacancies and as per the order of merit at the interview of assessing the eligibility to allocate marks for seniority and merit conducted by a Board of Interview appointed by the Public Service Commission, after getting the qualifications verified by the Appointing Authority.

The marking scheme, which is made applicable at the said interview, is attached as Annex 01.

04. Qualifications are verified as at 08.08.2016 and in case the officers, who have been sent on retirement, were engaged in service as at the date on which the following posts have fallen vacant and satisfied all the required qualifications, they can apply for this. The dates on which the posts in Special Class of the Librarian Service have fallen vacant from 02.09.2012 to 08.08.2016 are indicated below.

Date:	Number of vacancies
02.09.2012	01
30.11.2012	01
10.01.2013	02
02.04.2015	01
15.07.2015	01

Accordingly, a certain retired officer applying for this should satisfy all the qualifications and should be engaged in active service as at the date on which the post falls vacant to be eligible for promotion to Special Grade due to the existing vacancy. Thus, the vacancies are filled based on the seniority and merit of the officers.

05. Both conditions of satisfying the qualifications and existing of vacancies should be fulfilled for this promotion to be implemented.

06. All the officers in the Ministries and Departments including other public institutions belonging to Sri Lanka Librarian Service, who become eligible to be promoted, should submit the

applications, which are prepared as per the specimen format attached herewith, to the Heads of Departments. The Heads of Departments should certify to the effect that the particulars indicated in the applications are accurate and send them to the Director General of Combined Services along with the birth certificate of the applicant, letter of appointment, letter of confirmation, letters of promotion, certified copies of the educational certificates and other certificates to prove the qualifications with the recommendations of the Secretary of the Ministry.

07. Closing date of applications is 20.01.2023.
08. Kindly inform the relevant officers in this regard.

Sgd/ M.M.P.K. Mayadunne  
Secretary,  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government

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Specimen Application

Application for Promotion to Special Class of Librarians' Service as per Minute of Sri Lanka Librarians' Service published in the Gazette Extra Ordinary No: 1620/22 dated 24.09.2009

1. Service Station
  - i. Ministry: .....
  - ii. Department: .....
  - iii. Sub Office: .....
2. Full name of the officers: . Mr/Mrs/Miss .....
3. Name with initials: .....
4. Name after revision, if any: .....
5. Date of Birth: .....
6. National Identity Card Number: .....
7. (d) Permanent Personal address .....
8. Telephone Number (Personal and Office) .....
9. Date of first appointment to the post of Librarian (Class III): .....
  - i Number of the letter of appointment: .....
10. Have you been confirmed in service? : Yes/ No
  - i Date of confirmation: .....
  - ii Number of the letter of confirmation in service: .....
11. Date of appointment to the post of Librarian - Class II: .....
  - i Number of the letter of appointment to Class II: .....
12. Date of appointment to the post of Librarian - Class I: .....
  - i Number of the letter of appointment to Class I: .....

13. Qualifications satisfied as indicated in Chapter 6:3:4 and Appendix four of the Service Minute No: 1620/22 dated 24.09.2009:

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.....  
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14.

- i Have/ have not been absorbed under the service minute, which has been effective from 01.08.1997.
- ii Have/ have not been absorbed under the minute, which has been effective from 02.09.2009.

15. Date on which an active service period of 05 years or 03 years in Class I is completed:  
.....

16. I, .....(Full name), serving at the Ministry/ Department/ Office as a male Librarian/ female Librarian, hereby declare that all the above particulars are true and accurate and I am eligible to be promoted to Special Class as per the provisions in Chapter 6:3:4 of the Minute of Sri Lanka Librarians' Service published in the Gazette Extra Ordinary No: 1620/22 dated 24.09.2009.

Date: .....

Signature:.....

Certification of the Head of the Department

I hereby certify that the particulars indicated from 1 to 16 of this application for promotion of Mr/Mrs/Miss....., who is serving in the post of Librarian ( Class) at the Ministry/ Department/ Office, to Special Class as per his/ her personal file. The following particulars of this officer are submitted herewith.

1. Particulars on half pay/ no-pay leave obtained in the period of service: .....  
.....
2. Total period of service of the officer as a Combined Librarian as at the date on which the promotion is requested: .....  
.....
3. Total period of service in Class I as at the date on which the promotion is requested to Special Class:  
.....  
.....
4. Whether the officer has earned all the due salary increments and completed a satisfactory and active period of service in the 5 years immediately preceding the date of applying for promotion  
.....  
.....
5. Has any disciplinary action been taken against the officer? .....  
.....
6. Recommendation of the Head of the Ministry/ Department/ Institution:  
..... I recommend/ do not recommend the officer to be promoted to Special Class with effect from

Date: .....

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

Name:

Post:

Official Stamp:

7. Recommendation of the Secretary of the Ministry

I hereby recommend the same recommendation made by the Head of Department.

Date: ..... Signature of the Secretary of the Ministry: .....

Name:

Post:

Official Stamp:

Marking Scheme of the Interview for Promotion to Special Class of Librarian Service

Major headings for which marks are awarded	Marks allocated under each category	Total marks
1. For seniority:  05 marks will be awarded for every single year after completion of 05 years of satisfactory service as a Librarian in Grade I.	50	50
2. For merit		20
2.1 Post graduate qualifications		
2.1.1 Master's Degree in Library Science (02 years duration inclusive of research work)	20	
2.1.2 Post graduate diploma in Library Science (Should be from a recognized institution)	10	
2.2 Professional qualifications  (Only those qualifications which carry maximum marks will be considered)		10
2.2.1 Full membership of Sri Lanka Library Association	10	
2.2.2 Associate membership of Sri Lanka Library Association	05	
2.3 Qualifications on Computer Science		10
2.3.1 Diploma in Computer Science  (Qualification at NVQ level 05 or above obtained from an university recognized by the University Grants Commission or an institution registered in the Tertiary and Vocational Education Commission)  Duration should be at least one year.	10	



