

Public Administration Circular : 10/2024

My Number : සිඵලේඵස්/ විශේෂ උසස් /2021
Ministry of Justice, Public Administration,
Home Affairs, Provincial Councils,
Local Government and Labour
Independence Square
Colombo 07.

08.11.2024

Secretaries of All Ministries
Heads of Departments

Promotion to Special Grade of Librarians' Service as per Minute of Sri Lanka Government Librarians' Service published in the Gazette Extra Ordinary No: 2024/35 dated 21.06.2017

Applications are called from the Librarians actively serving in the Sri Lanka Government Librarians' Service, who satisfy the qualifications of Class/ Grade I of Sri Lanka Government Librarians' Service in the following manner in order to be promoted to Special Grade of the Librarians' Service as per the provisions in paragraph 10.3 of the Minute of Sri Lanka Government Librarians' Service published in the Gazette Extra Ordinary No: 2024/35 dated 21.06.2017.

02. Qualifications to be promoted to Special Grade

- i. Shall have completed at least an active and satisfactory service period of five (05) years in a post of Librarian in Grade/ Class I and shall have earned the five (05) salary increments which are prescribed for them.
- ii. Shall have not been subjected to disciplinary punishment as per Public Service Commission Circular no 1/2020, 1/2020(I) and 1/2020(II)
- iii. Shall have proved performance at satisfactory level or above as per the approved performance evaluation procedure within 05 years prior to the date of promotion.
- iv. Shall have passed the third Efficiency Bar examination (Shall have obtained the associate membership of Sri Lank Library Association)

Note- Officers, who have completed a satisfactory service period of 05 years in Class I as at the effective date of this Service Minute, shall be exempted from the third Efficiency Bar examination prescribed for the grade.

03. Qualifications of the applicants are verified through an interview of assessing the eligibility conducted by a Board of Interview appointed by the Public Service Commission. Promotion to Special Grade with effect from the date of the interview is made by the Public Service Commission on the number of existing vacancies as per the order of merit proved at the interview of assessing the eligibility.

04. (a) Key areas for which marks are allocated at the interview and the marks

Key areas for which marks are allocated	Maximum marks	Pass mark
Work experience Active and satisfactory service period completed beyond the relevant basic qualifications	50	Not applicable
Merit Merit is determined on the marking scheme approved by the Public Service Commission depending on the situation	45	
Merit proved at the interview	05	
Total	100	

(b) Method of allocating marks

- **Work Experience**

- I. Total marks allocated for seniority are given to the officer with the highest period of active and satisfactory service in addition to the minimum period of active and satisfactory service (05 years) required for satisfying the qualifications and the remaining officers are given the marks calculated for their additional service period proportionately to the said marks. The manner in which marks are allocated is indicated in Annex – I.

- **Merit**

- II. 45 marks are allocated for merit. The manner in which marks are allocated for merit is indicated in Annex – I.
- III. Total marks allocated for merit proved at the interview is 05. The manner in which marks are allocated at the interview for merit is indicated in Annex – I.

05. Applicants shall have satisfied the basic qualifications as at the closing date of applications as per the provisions in paragraph 10.3.1.2 of the Minute of Sri Lanka Government Librarians' Service. Promotion to Special Grade is made with effect from the date of the interview in considering the qualifications satisfied by the applicant and the merit proved at the interview. Qualifications of the officers, who are in active service as at the date of the interview, shall strictly be verified.

06. This promotion shall be effective from the date of the interview.

07. All the officers in the Ministries and Departments including other public institutions belonging to Sri Lanka Government Librarians' Service, who have satisfied the basic qualifications 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 certified copies of birth certificate of the applicant, letter of appointment, letter of confirmation, letters of promotion, the educational certificates and other certificates to prove the qualifications with the recommendations of the Secretary of the Ministry.

08. Closing date of applications is **13.12.2024**

09. Kindly inform the relevant officers in this regard.

Sgd/ S. Alokabandara

Secretary

Ministry of Justice, Public Administration,

Home Affairs, Provincial Councils,

Local Government and Labour

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

Major headings for which marks are awarded	Marks allocated under each category			
<p>01. For seniority Total marks allocated for seniority are given to the officer with the highest period of active and satisfactory service in addition to the minimum period of active and satisfactory service (05 years) required for satisfying the qualifications and the remaining officers are given the marks calculated for their additional service period proportionately to the said marks.</p> <p><u>Maximum marks allocated for seniority</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">The additional active and satisfactory and service period of the officer with the period of highest additional active and satisfactory service period</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 50%;">Additional active and satisfactory service the officer (Years x12+Months)</td> </tr> </table>	The additional active and satisfactory and service period of the officer with the period of highest additional active and satisfactory service period	X	Additional active and satisfactory service the officer (Years x12+Months)	<p>50</p>
The additional active and satisfactory and service period of the officer with the period of highest additional active and satisfactory service period	X	Additional active and satisfactory service the officer (Years x12+Months)		
<p>02. For merit (Only those qualifications which carry maximum marks will be considered)</p>	<p>45</p>			
<p>2.1 Post graduate qualifications</p> <p>2.1.1 Master's Degree in Library Science and Information Science (15 marks) – (Duration – 02 years inclusive of research work)</p> <p>2.1.2 Post graduate diploma in Library Science and Information Science - (10 marks)</p>	<p>15</p>			
<p>N.B. The above should be a Post Graduate Degree/ Post Graduate Diploma obtained from an institution recognized by the University Grants Commission or an institution established by an Act of Parliament to award Post Graduate Degrees related to this field</p>				

<p>2.2 Professional qualifications</p> <p>2.2.1. 02 marks shall be allocated for each year of fully updated membership of Sri Library Association subjected to a maximum period up to 05 year</p>	<p>10</p>
<p>2.3 Qualifications in Computer Science</p> <p>2.3.1 Diploma in Computer Science – (10 marks)</p> <p>(Shall have followed a Diploma in Computer Science at NVQ level 05 or a Diploma in Computer Science of which the duration is not less than 1500 hours or a course at a higher level at an institution recognized by the University Grants Commission or an institution registered in the Tertiary and Vocational Education Commission or an institution established by an Act of Parliament)</p> <p>2.3.2 Certificate in Computer Science – (05 marks)</p> <p>(Shall have followed a course at NVQ level 04 at a university recognized by the University Grants Commission or an institution registered in the Tertiary and Vocational Education Commission or an institution established by an Act of Parliament or shall have satisfied a similar qualification)</p> <p>2.3.3 Experience gained on library software - (02 marks)</p> <p>(02 marks each for a software)</p>	<p>10</p>
<p>2.4 Innovations/ Publications</p> <p>2.4.1 Innovations –</p> <ul style="list-style-type: none"> • Individual – (02 marks) • Group – (01 mark) <p>2.4.2 Research books, research papers (Except researches, which have been made applicable for degrees/ post graduate degrees)</p> <ul style="list-style-type: none"> • Individual - (02 marks) • Group - (01 mark) <p>N.B. The above documents should have been published in a recognized academic journal.</p>	<p>10</p>

<p>2.4.3 Reports/ letters</p> <ul style="list-style-type: none"> • Individual – (01 mark) • Group – (0.5 marks) <p>N.B. The above documents should have been published in a printed media or recognized electronic media in relation to Librarians’ Service or Library Science and Information Science.</p> <p>03. For merit proved at the interview:</p> <ul style="list-style-type: none"> a) Leadership – 02 marks b) Communication skills – 02 marks c) Personality – 01 mark <p>Total marks</p>	<p style="text-align: center;">05</p> <p style="text-align: center;">100</p>
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Specimen Application

Application for Promotion to Special Grade of Sri Lanka Government Librarians' Service as per Minute of Sri Lanka Government Librarians' Service published in the Gazette Extra Ordinary No: 2024/35 dated 21.06.2017

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. Permanent Personal address :.....

8. Telephone Number (Personal) :

- (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 :

11. Date of appointment to the post of Librarian – Class/ Grade II :

12. Date of appointment to the post of Librarian – Class/ Grade I :.....

13. Qualifications satisfied as indicated in Chapter 10.3 and Appendix Five of the Service Minute No:2024/35 dated 21.06.2017 (Annex 01):

I. Merit:

- Post Graduate qualifications: Fulfilled Not Fulfilled

- Membership of Sri Lanka Library Association:

Date of obtaining the Associate Membership :

Number of years during which the Associate Membership is maintained with necessary updating:

- Qualifications in computer science:

- Publications and innovations: Individual Group

- Information of Publications :

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.....
.....

14. I. To the Service Minute, which has been effective from 01.08.1997

- Have been absorbed
- Have not been absorbed
- Not applicable

II. To the Service Minute, which has been effective from 02.09.2009

- Have been absorbed
- Have not been absorbed
- Not applicable

III. To the Service Minute, which has been effective from 09.08.2016

- Have been absorbed
- Have not been absorbed

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

16. I
(Full name), an officer in Class/ Grade I of the Librarian Service, serving at the Ministry/ Department/ Office, hereby declare that all the above particulars are true and accurate and I am eligible to be promoted to Special Grade as per the provisions in Chapter 10.3 of the Minute of Sri Lanka Government Librarians' Service published in the Gazette Extra Ordinary No: 2024/35 dated 21.06.2017.

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/ Grade I) at the Ministry/ Department/ Office of, to Special Grade as per his/ her personal file. The following particulars of this officer are submitted herewith.

1. Date on which the officer satisfies the qualifications indicated in No: 02 of the circular:
.....
2. Has the officer passed the Efficiency Bar examination?
.....
3. Particulars on half pay/ no-pay leave obtained after the officer has been promoted to Class/Grade I:

Period of half pay/ no-pay leave obtained	Number of days			Reason
	Years	Months	Days	

4. Total period of service of the officer as a Combined Librarian as at the date on which the promotion is requested: Years..... Months Days
5. Total period of service in Class/ Grade I as at the date on which the promotion is requested to Class/ Grade I: Years..... Months Days
6. Has the officer has earned all the due salary increments and completed a satisfactory and active period of service after being promoted to Class/ Grade I?

(Within the period up to 31.12.2022 after being promoted to Class/ Grade I)

* Prepare the table in accordance with the period completed by the officer and submit as an annex

Serial No:	Salary Increment date	Salary earned	Recommendation of the Moderator in the performance report relevant to the salary increment year			
			Very good	Good	Satisfactory	Unsatisfactory

(*Mark √ in the relevant cage)

7. Has any disciplinary action been taken against the officer from the date of appointment to

Class/ Grade I of the Librarians' Service up to date?

7.1 If yes,

I. Nature of the offence (As per Schedule I or II) :

.....

II. Punishment given and the nature of the punishment :

.....

....

III. If the salary increments have been deferred, the relevant years:

Duration	Number of days			Reason
	Years	Months	Days	

8. Recommendation of the Head of the Ministry/ Department/ Institution:

I recommend/ do not recommend the officer to be promoted to Special Grade with effect from

Date: Signature of the Head of the Department:

Name :

Designation :

Official Stamp :

9. 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 Ministry :

Name :

Designation :

Official Stamp