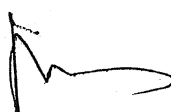


Scheme of Recruitment

- Service Category** : Junior Manager
- Job summary** : Supervision of staff and operations, ensures timely and effective library of services to satisfy information needs of the users.
- 1.1 Job title** :
- (1) Assistant Librarian**
(2) Librarian
- 1.1.1 Responsible to** : Director /Chief Librarian
- 1.1.2 Area of Responsibility** :
- i Planning of library resources according to academic requirement.
 - ii Arrangements regarding opening & closing taking & handling over keys
 - iii. Care, custody & security of all library materials & property
 - iv. Serving as secretary of the library committee
 - v. Works related to periodical handling – receiving, processing etc.
 - vi Data entering & supervising the data-entering works
 - vii Checking, editing & updating of computer catalogue
 - viii Up-dating the catalogue on library terminals time-to-time
 - ix All the works related to Computer – Cataloguing
 - x orderly arrangement & maintenance of all stacks including care & repair of library materials (bindery)
 - xi. General discipline & orderly behavior of users.
 - xii. arranging for the registration & revalidation of the library membership of all categories of library users and maintaining records relating to library membership.
 - xiii. Extension, Suspension & Cancellation of library privileges; lost tickets;
 - xiv. Issue of no-claim certificated
 - xii. Action on Overdues & Recoveries, Lost Books, Reservations & Recalls, Inter – Library/Loans, Photocopying Services.
 - xiii. Any other duties assigned by Director

Nature of Post : Permanent with EPF and ETF



4. **Salary Scale** : Salary code and monthly salary scale
JM 1- 2 -2006 – Rs.20870 – 10x325- 18x475-32670

Grade	Initial Salary Step
II	20870
I	24595

5. **E.B I** : **Paper One(3 hours)**

E Code

Chapters

I, II, IV, VII, VIII, IX, XII, XIV,
XVIII, XIX, XX, XXIV, XXVII, XXIX

FR Chapters -I, IV, V, XIII,

Paper Two (two hours)

Library Science board circulars

- E.B II** : **Post graduate diploma in library science**

The officer has to pass the first EB within three years from the date of appointment and also the second EB within six years

- 5.1 All the employees must acquire the skills required by the government time to time in addition to the above efficiency bar requirements.

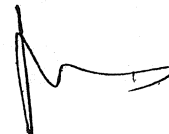
- 6 **Recruitment** : 70% of the recruitment will be made from external candidates. 30% will be from internal candidates. If there is not qualified internal candidates the proportion will be covered by external candidates

- 5.1 **External Recruitment** : Paper Advertisement

- 6.1.1 **Qualifications** : 1) Degree in a recognized university in Library Science and 2 years experience in a library of a Higher Education Institute.

OR

Diploma in Library Science and 8 years experience in Library of a Higher Educational Institute



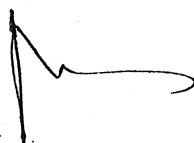
- 6.2 **Internal Recruitment** : Internal Advertisement
- 6.2.1 **Qualifications** : Diploma in Library Science with 5 years experience as Library Assistant in MA 3 grade I at SLIATE.
- 6.3 **Method of Selection** : Structured interview (Total marks 100)
(Criteria - Annex 3)
- 7 **Age Limit** : Below 45 years. This would not apply to those in the Public Service/Corporation Service sectors.
- 8 **Others** : All the applicants shall be persons of excellent moral characters and sound physical and mental health
- 9 **Training** : All recruit will have to undergo induction training for one week. They will be provided local or foreign training to upgrade their knowledge and skills.
- 10 **Promotion** :
- 10.1 **Promotion from Grade II of Post to Grade I**
- 10.1.2 **Officers who prove performance of an average level.**

(a) Pre-requisites

- Should have been confirmed in the post
- Should have completed 10 years service period in Grade II of the post
- Should have earned all salary increments during the period of ten years and a satisfactory service of 5 years falling immediately preceding the date of promotion.
- Should have proved a performance at average level during the period of 10 years immediately preceding the date of promotion according to approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the prescribed period

(b) Scheme of Promotion

Promotion of the officer, who have satisfied prescribed qualifications to Grade I of the Service, shall be made on the employee's request, by the appointing authority with effect from the date on which the qualifications have been satisfied.



10.1.3 Officers who prove performance at an above average level

(a) Pre-requisites.

- (a) Should have been confirmed in the appointment
- (b) Should have completed 06 years service period in Grade II
- (c) Should have proved performance at above average level period of six-years immediately preceding according performance appraisal scheme.
- (d) Should have earned all salary increments and a satisfactory period of 05 years immediately preceding the date of promotion
- (e) Should have passed the efficiency bar examination prescribed period
- (f) Should pass the aptitude test held for the purpose and obtain

(b) Scheme of Promotion

On the request of the eligible employee, promotion to Grade II post, shall be made by the appointing authority or an officer authorized by the appointing authority, with effect from the date which prescribed qualifications have been satisfied.

11 General

- i. The officers selected through external recruitment will be placed in the initial step of the salary scale. The officers selected through internal recruitment will be placed in the salary scale in terms of clause 4 of chapter VII of the establishment code of the Democratic Socialist Republic of Sri Lanka.
- ii. the selected candidate will be on probation for a period of three years.
- iii. those who are already confirmed in the Public Service will be appointed to act in the new post for a period of one year
- iv. for the purpose of recruitment, attachment to the service, disciplinary and other provisions of the Establishments Code/Provisions made by the Management Services Department shall be applicable

