

## Scheme of Recruitment

1. **Service Category** : Associate Officer
2. **Job summary** : Maintaining library as an Information center in order to provide the users an excellent service.
- 2.1 **Job title** : **Library Assistant**
- 2.1.1 **Responsible to** : Director/Librarian
- 2.1.2 **Your clients** : Student's of ATI/ATI Section
- 2.1.3 **Area of Responsibility** :
- i. Arrangements regarding opening & closing of library
  - ii. Care, custody & security of all library materials & property
  - iii. orderly arrangement & maintenance of all stacks including care & repair of library materials.
  - iv. General discipline & orderly behavior of users.
  - v. arranging for the registration & revalidation of the library membership of all categories of library users and maintaining records relating to library membership.
  - vi. Extension, Suspension & Cancellation of library privileges; lost tickets;
  - vii. Issue of no-claim certificated
  - viii. Action on Overdues & Recoveries, Lost Books, Reservations & Recalls, Library Loans, Photocopying Services.
  - ix. Any other duties assigned by Director
3. **Nature of post** : Permanent with EPF and ETF
4. **Salary Scale** : Salary code and monthly salary scale  
MA 3 - 2006 - Rs.15240 - 10 x 185- 4 x 210-  
15 x 290-7x320-24,520

Grade	Initial Salary Step
III	15240
II	17300
I	20250



5. E.B I

: Shall pass with in 3 years from the date of appointment to grade III

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:

- (c) General Administration;
- (d) 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, XXXI, XXXII and XXXIII of the Establishments Code.
  - (b) Financial Regulations- Part I (except Chapter X) Accounts work performed by Librarians and relevant regulations

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) Act establishing the Sri Lanka Library Association - 714
  - (ii) Sri Lanka Library Services Board Act
  - (iii) Intellectual Property Act.

**EB III**

- (iv) Financial regulations (Part I)
- (v) 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

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** : **recruitment will be done externally**

6.1 **External Recruitment** : Paper Advertisement

6.2 **Qualifications** : 1) Degree form a recognized University in Library Science

Or  
Diploma in Library Science and 3 years working experience in a library of a Higher Education Institute.

6.3 **Method of Selection** : Structured interview (Total marks 100)

7. **Age** : Below 40 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 the new recruits have to undergo an Induction training for one week.

10 **Promotions**  
A Promotion Scheme based on performance, shall be applicable in the following manner.

10.1 **Promotion from Grade III of the Post to Grade II**

10.1.1 **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 III 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 and completed satisfactory service period
- 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 officers, who have satisfied prescribed qualifications to Grade II 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.

**10.1.2 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 III of the service
- (c) Should have proved performance at above average level during the period of six-years immediately preceding according to approved performance appraisal scheme.
- (d) Should have earned all salary increments and a satisfactory service period 05 years immediately preceding the date of promotion.
- (e) Should have passed the efficiency bar examination within the prescribed period
- (f) Should pass the aptitude test held for the purpose and obtain 50 marks.

**(b) Scheme of Promotion**

On the request of the eligible employee, promotion to Grade II of the Service, shall be made by the appointing authority or any other person authorized by the appointing authority, on the results of aptitude test with effect from the date on which prescribed qualifications have been satisfied. An employee is allowed to sit for the test strictly on one occasion. However, the test shall be held before expiry of first 06 years of the employee's service. Employees who fail to qualify at the test shall be considered for promotions under 10.1.1 above.

**10.2 Promotion from Grade II of Post/Service to Grade I**

**10.2.1 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
- Should have earned all salary increments during the period of and a satisfactory service period 05 years immediately preceding of promotion.
- Should have proved a performance at average level during the 10 years immediately preceding the date of promotion according to approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the period

**(b) Scheme of Promotion**

Promotion of officers 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.

**10.2.2 Officers who prove performance at an above average level**

**(a) Pre-requisites.**

- (a) Should have completed 09 years service period in Grade II of service
- (b) Should have earned all salary increments and a satisfactory period of 05 years immediately preceding the date of promotion
- (c) Should have proved performance at excellent level during the period of 09 years immediately preceding according to approved performance appraisal scheme.
- (d) Should have passed the efficiency bar examination within the prescribed period

**(b) Scheme of Promotion**

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

For the purpose of promotion, the period of "Satisfactory Service" shall mean the period of service during which all increments falling due during the period have been earned by the officer and he/she has not been subjected to any disciplinary order which is considered as a punishment under the provisions of the Establishments Code. The officer should possess the necessary knowledge and skills.

**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 the



clause 4 of chapter VII of the establishments 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 establishments activities, provisions of the Establishments Code/Provisions made by the Management Service Department shall be applicable

