

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

Promotion to Class I and Special Class of Librarians 'Service without conducting an Examination as per Minute of Sri Lanka Librarians' Service

Applications are called from the Librarians of Sri Lanka Librarians' Service who have obtained their first promotion as per the interim provisions mentioned in Para 10:2:2, 10:3:2 and 10:4 of the Minute of Sri Lanka Librarians' Service published in gazette extraordinary no 1620/22 dated 24th September 2009, and who are qualified as follows to obtain the second promotion.

02. Qualifications to be promoted to Class I

- (i) Shall have completed 13 years of service as a Librarian of Class II at a recognized government library
- (ii) Shall have completed an active and satisfactory service period of 5 years as at the date on which the above 13 years of service period is completed.
- (iii) Shall have passed the Efficiency Bar Examination relevant to Grade II within the time period prescribed by the Service Minute which came into effect on 01.08.1997
or shall have obtained
- (iv) Bachelor of Science degree in Library Science from a University recognized in Sri Lanka and a post qualification of 08 years as a Librarian in Grade II
or
- (v) The final examination certificate of Sri Lanka Library Association and a service period of 8 years as a Librarian in Grade II at a recognized library.
or
- (vi) Professional Advanced Certificate in Library and Documentation from a University recognized in Sri Lanka and an 08 years of service period as a Librarian in Grade II.
or
- (vii) Bachelor of Arts degree from a University recognized in Sri Lanka and passing the Mid Examination of Sri Lanka Library Association and a service period of 08 years as a Librarian in Grade II.
and
- (viii) Shall have completed a satisfactory and an active service period of 05 years as at the date on which the above service period of 08 years is completed

- (ix) Shall have passed the Efficiency Bar Examination in due time as per the Service Minute which came into effect on 01.08.1997
04. Promotion to Special Class
- Librarians in Grade I with a satisfactory period of 05 years immediately preceding and were in the service during the period from 01.08.1997 to the last date of Interim Period as per new service minute (01.09.2012) are promoted by the interview boards on the recommendation of the Public Service Commission on the seniority and merit to the vacancies further exist in the Special Class during the above period.
05. All officers in Sri Lanka Librarians' Service who are qualified to be promoted and serving at Ministries and Departments shall submit their applications prepared in line with the specimen application attached herewith to the respective Heads of Departments. The applications shall be submitted to the Director General of Establishments along with the certification of the Head of the Department on the accuracy of the particulars in the application and the certified copies of the Birth Certificate, Letter of Appointment, Letter of Confirmation, Letter of Promotion, Educational Certificates and other certificates to confirm the qualifications and the recommendation of the respective Secretary of the Ministry.
06. Librarians who served in Ministries and Departments and have obtained their first promotion as per the interim provisions under paras 10:2:2, 10:3:2 and 10:4 of the Minute of Sri Lanka Librarians' Service published in the Gazette Extraordinary no 1620/22 dated 24th September 2009 and retired after 02.09.2009, yet have completed the qualifications to obtain the second promotion under this circular shall submit their application as mentioned in para 05 above.
07. Closing date of applications is 01.09.2014.
08. Please inform the relevant officers in this regard.

P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs

Specimen Application

Application for Promotion of Officers in Librarians' Service to Class I/ Special Class who have obtained the first promotion as per the Interim Provisions in para 10 of the Minute of Sri Lanka Librarians' Service published in Gazette Extraordinary 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 revision, if any:-

04. Date of Birth: -

05. Permanent residential address :-

06. Date of first appointment to the post of Librarian

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

ii. Date of Appointment :-

08. Have you been confirmed in service :- Yes/ No

09. Grade at present :- III/II/I/ Supra

I. Date of appointment to Grade III and Period of Service to that date:-

.....

II. Date of appointment to Grade II and Period of Service to that date:-

.....

III. Date of appointment to Grade I and Period of Service to that date:-

.....

IV. Date of appointment to Supra Grade and Period of Service to that date:-

.....

10. The Class to which you are promoted under Interim Provision and the number and date of the
Appointment Letter: -

.....

11. Educational Qualifications:-

i.

ii.

iii.

iv.

v.

12. Had you been absorbed to Sri Lanka Government Librarians' Service under the Service Minute which came into effect from 01.08.1997? Yes/ No

I. If absorbed the date and the no of the letter of absorption:-
CLS/...../..... (G)/ V Date:-

II. If you were not absorbed, have you been absorbed expressing your consent as per 9:2:2 of the new Minute of Librarians' Service which came into effect from 02.09.2009?
Yes/ No

13. Class to which it is requested to be promoted:-
Class I/ Special Class (delete words inappropriate)

14. Qualifications satisfied as per paras 10:2:2, 10:3:2 and 10:4 in the Service Minute effective from 02.09.2009 in relation to the class you request to be promoted:-
(Attach photocopies of the certificates)

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

15. Have you passed the Efficiency Bar Examination relevant to the present class in the Librarians' Service?
Yes/ No

16. I, (full name) serving as the Librarian (Grade) of Ministry/ Department/ Office, hereby certify that the particulars given above are true and correct and that I am eligible to be promoted to Class I/ Special Class (delete words inappropriate) as per Section 10:2:2, 10:3:2 and 10:4 (delete words inappropriate) of the Minute of Sri Lanka Librarians Service published in the Gazette Extraordinary No 1620/22 dated 24.09.2009.

Date:-
Signature of the Officer

Certification of the Head of the Department

I hereby certify that the particulars mentioned in 1 to 15 of the application of Mr./Mrs./Miss holding a post of Librarian of Grade at the Ministry/ Department/ Office of are correct as per his/her personal file. Following particulars of the said officer are presented herewith.

II. Half Pay/ No pay Leave particulars obtained in the period of service
.....
.....

III. Total period of service of the officer as a Combined Librarian as at the date on which the promotion is requested :-

IV. Period of service served in Class III/II/I as at the date on which the promotion is requested to Class

V. Whether the officer has earned all due salary increments and completed a satisfactory and active period of service in the 5 years immediately preceding

.....

VI. Has any disciplinary action been taken against the officer? (if yes, please specify)

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VII. Recommendation of the Head of the Ministry/ Department/ Institution :-

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

Date:-

Signature of the Head of the Department

Name:-.....

Designation:-.....

Official Seal:-.....

Recommendation of the Secretary of the Ministry

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

Date:-

Signature of the Secretary of the Ministry:-.....

Official Seal :