

**MINISTRY OF PUBLIC ADMINISTRATION,
PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT**

**Open Competitive Examination for Recruitment
to Grade III of Sri Lanka Government Librarians'
Service – 2025**

1.0 APPLICATIONS are called for the Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Government Librarians' Service according to the provisions of the Sri Lanka Government Librarians' Service Minute published in *Gazette Extraordinary* No. 2024/35 of the Democratic Socialist Republic of Sri Lanka, dated 21.06.2017. The relevant application is published on the website of the Department of Examinations of Sri Lanka, www.doenets.lk, under "Our Services", and the applications can only be submitted online. The closing date for applications is 08th of December 2025. This examination will be held by the Commissioner General of Examinations in the month of February 2026 in Colombo.

Note 1 - Receipt of online applications will be open from 10th of November 2025 at 9:00 a.m. and will close on 08th of December 2025 at 9.00 p.m.

Note 2 – Officers who are serving in public/ provincial public service at present should submit a copy of the application to the Head of the Institution for inclusion in the personal file. They must present a copy of the application certified by the Head of the Institution when they are called for the interview.

2.0 The applicants who have satisfied qualifications based on the merit on the results of this examination will be selected for appointment to the posts in Grade III of the Sri Lanka Government Librarians' Service. The Director General of Combined Services reserves the right to postpone or cancel the examination. The number and the effective date of appointments shall be determined by the Director General of Combined Services. Further, the appointing authority reserves the right to refrain from filling any or all of the vacancies.

3.0 *Salary scale* :- According to Schedule II of Public Administration Circular No.: 10/2025 dated 25.03.2025, salary code applicable to this post is MN -3-2025 and the salary scale applicable is Rs. 52,250 – 10x800 – 11x1,190 – 10x1,320 – 10x1,350 – 100,040/- . You shall be entitled to this salary with effect from 01.01.2027. Until such time, you will be paid salary as per the provisions of Schedule III of this circular.

4.0 This post is permanent and pensionable. The officers, who are selected from this examination to be recruited to Grade III of the Sri Lanka Government Librarians' Service, must be subjected to any policy decisions taken by the Government in the future, with regard to the pension scheme to which they are entitled.

5.0 Three percent (3%) from the vacancies to be filled shall be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination out of those who get qualified at the examination shall be selected for appointments on the order of merit. An applicant must secure at least forty percent (40%) of the marks for each subject of the examination to be eligible for this. The provisions of Public Administration Circular No. 27/88 shall be applicable for recruitment of persons with disabilities.

Note: The applicant should mention in the application that he/she applies under disabled conditions and **a person who is not disabled should not imply himself/herself as a disabled person.**

6.0 Service conditions:

(i.) Selected candidates will be appointed to Grade III of the Sri Lanka Government Librarians' Service subject to the general conditions that govern appointments in the public service, the terms and conditions set out in the Minute of the Sri Lanka Government Librarians' Service published in *Gazette Extraordinary* No. 2024/35 of the Democratic Socialist Republic of Sri Lanka, dated 21.06.2017, any revisions already made or to be made hereinafter to the said Service Minute, Financial Regulations, the provisions of the Establishments Code and the Procedural Rules of the Public Service Commission published in *Gazette Extraordinary* No. 2310/29 dated 14.12.2022.

(ii.) An officer appointed to the Grade III of the Sri Lanka Government Librarians' Service on the results of the Open Competitive Examination shall be subjected to a probation period of three (03) years. The appointment of the officer shall be confirmed if the officer passes the first Efficiency Bar Examination within three (03) years from the date of recruitment to Grade III as stipulated in the Service Minute being recruited if the Head of the Department is satisfied that the officer's work, attendance and conduct are satisfactory and Director General of Combined Services is satisfied after it is informed to him at the end of three years.

(iii.) The officer must compulsorily serve at the workplace to which he/she is appointed first for three years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of the said period, on special reasons as determined by him, if it is required to make such a transfer.

(iv.) The officer is required to obtain proficiency in the prescribed official language based on the language medium in which he/she has satisfied the qualifications, as per the provisions of Public Administration circular No. 18/2020 dated 16.10.2020 and consequent circulars.

7.0 **Qualifications** :- Applicants are required to possess following qualifications for recruitment to posts in Grade III of Sri Lanka Government Librarians' Service.

- Shall be a citizen of Sri Lanka;
- Applicants shall be of excellent character;
- Shall be not less than 18 years and not more than 30 years of age as at the closing date of applications.

(Accordingly applicants whose date of birth falls on or before 08.12.2007 and on or after 08.12.1995 are strictly eligible to apply for the examination)]

(d) Educational Qualifications:

- Shall have passed the G.C.E. (O/L) examination at **one sitting** with six (06) subjects including credit passes for Sinhala/Tamil/English, Mathematics and two other subjects;
and
- Shall have passed the G.C.E (A/L) examination at **one sitting** with all subjects (Except General Test and General English)

(e) Professional Qualifications:

- Shall have completed the three year diploma in Library Science from a university recognized by the University Grants Commission;

Or

- Shall have completed the three year diploma in Library Science offered by Sri Lanka Library Association;

Or

- Shall have acquired a higher qualifications in Library Science than the (i) and (ii) above. (Such qualifications shall be determined by the Director General of Combined Services communicating with the authorities of the relevant universities and Sri Lanka Library Association)

Note: (i) It is compulsory that all the applicants should satisfy all the qualifications relevant to the post on or before the closing date of the application.

- Every applicant shall be physically and mentally fit in every aspect to perform the duties of the post and to serve in any part of Sri Lanka.

8.0 **Conditions of the Examination**

- Online Examination Application should strictly be filled in English and submitted after confirming the accuracy of the particulars. Before completing the online application, you should download the common instructions sheet, and the instruction therein should be strictly followed. Incomplete applications shall be rejected without any notice. Once the Department of Examinations receives the soft copy of the application submitted by the applicant online, it will be verified and the candidates will be notified via SMS to the mobile phone number used to access the system or via email whether the application was accepted/ not accepted by the Department as a valid application.
- Examination fee is Rs. 600/-. Payments should be made only via the following methods of payment provided by the online system.

- Any Bank Credit Cards
- Any Bank Debit Cards with online payments facilities
- Online Banking Method of Bank of Ceylon
- Any Branch of the Bank of Ceylon

Note

- Instructions on making payment through the above methods are published under technical instructions relevant to the examination on the website.

- (b) Receipt of payment will be notified via an SMS or email. The total of the examination fees should be paid and the applications with payment of lesser or higher amounts shall be rejected. The Department of Examination shall not be responsible for any error occurs during the payment of examination fees via the above methods of payments.
- (c) Under no circumstances the examination fee will be refunded or transferred to pay any other examination fee.
- (iii) Commissioner General of Examinations will issue admissions only online to applicants, who have paid the prescribed examination fee and submitted the perfected application online accurately on or before the closing date for applications, on the assumption that only those who have satisfied the qualifications mentioned in the *Gazette* have applied. Applicants will be notified via an SMS or web notice as soon as the admission cards are issued to them. If the admission card is not received, steps should be taken to notify the Institutional Examination Organization Branch, Department of Examinations, in the manner specified in the advertisement. When such an inquiry is made, it will be more effective to send a letter of request mentioning accurately the name of the examination, the full name of the applicant, the National Identity Card number, the reference number and the address to the email address mentioned in the web notice. Further, it would be advisable to keep the copy of the application kept in your possession and the copy of the receipt relevant to payment of examination fee to prove any information requested by the Department of Examinations.
- (iv) If any revisions are required after checking the admission card, the Department of Examinations of Sri Lanka should be contacted early and the relevant revisions should be made as per the application. Requests made at the examination hall to make revisions will not be considered.
- (v) Applicant's signature in the admission card should have been attested by a Principal of a Government School, Justice of the Peace, Commissioner for Oaths, Notary Public, an Officer in Staff Grade holding a permanent post in the Public or Provincial Public Service or a chief incumbent of a Buddhist temple or a Nayaka Thero or a chief

prelate of any other religious place or a prelate holding a considerable level of religious order.

9.0 Appearing for the examination

- (a) Every applicant should furnish the admission card to the supervisor of the examination. Applicants who do not furnish the admission card shall not be allowed to sit the examination.
- (b) Applicants should appear for the examination at the examination hall prescribed for him/her. Every applicant should furnish the admission card in which his/ her signature has been attested to the supervisor of the examination on the first day on which he/ she sit for the examination. A set of rules to be followed by every applicant is published in this *Gazette*.

Note: The issuance of an admission card to an applicant does not necessarily mean that he or she has satisfied the qualifications required for this post.

10.0 Identity of the candidate:

A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted.

- i. National Identity Card
- ii. A valid passport
- iii. Valid driving license in Sri Lanka

Candidates should enter the examination hall without covering their faces, enabling the verification of their identity and without covering ears enabling the verification of the fact that they are not wearing electronic devices used for communication. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should keep their faces and ears uncovered until they leave the examination hall.

11.0 Penalty for Furnishing False Information :-

If it is found that any applicant is not eligible according to the rules and regulations of this examination, his/ her candidature can be cancelled at any time before, during or after the examination. If it reveals that a candidate has submitted false information knowingly or concealed any important matter he/she will be dismissed from the public service.

12.0 Scheme of Examination :-

- (i) This examination will consist of three question papers. The examination will be held in Sinhala, Tamil and English media and the applicants will not be allowed to change the medium of examination selected by them.

Subjects	Duration	Marks	Pass mark
1. Library Science	03 hours	100	40%
2. Intelligence Test	01 hour	100	40%
3. General Knowledge	01 hour	100	40%

The syllabus prescribed for the above subjects is as follows;

12.1 (01) Library science

(1) Libraries and Librarianship

Libraries and history of libraries, main libraries of the modern and ancient world

Origin and evolution of the art of writing and other written media including books

Origin of printing technology, expansion and the influence of the printing technology on libraries and the subject of social development

Types of libraries

Special libraries

Structure, functions and services of libraries in the institutions such as Government Ministries, Departments and Co-operations and research libraries.

Academic libraries

Structure, functions and services of libraries in universities and other higher educational institutions.

School libraries

Public libraries

Libraries in pirivenas, temples and libraries in other religious institutions

Library committees -Structure, necessity, significance and role

Organizations of professionals in relation to field of library science and functions of such organizations - National & international levels (Sri Lanka, India, America, Britain)

Buildings of libraries - Planning and other aspects to be considered

- Establishments of a library in an existing building, organization or improvement

Maintenance, conservation and preservation of library equipment

Disasters and disaster management

(2) Organization of Information and Knowledge

Objectives and benefits of book classification

Main classification methods applied in the libraries in Sri Lanka: Dewey decimal classification, universal decimal classification

Objectives of cataloguing, Anglo-American Cataloging Rules (AACR)

Bibliographical description

Compilation of entries using AACR-2

(3) Library Resources and Information Services

Various library resources

Improving collections, policies for improving collections and importance of the same

Acquisition, process including selection of library resources:

- Principals and sources of the selection of library resources;
- Technological services including acquisition process, processing;
- Stock taking and weeding process.

Publishing, copyright and censorship

Current awareness service

Educational programmes for readers

Public relations and publicity for libraries

(4) Information Communication Technology

Application of computer technology in libraries, significance and productivity of information technology in library activities and functions.

A question paper consisting of structured essay type questions covering above 4 fields. All the questions are compulsory. Duration is 03 hours.

12.2 (02) Intelligence Test

This paper will be designed to assess the applicant's capacity for comprehension, quantification and perception of time-space relations by measuring applicant's inference and responses to problems presented in verbal, numerical and spatial contexts.

- A question paper consisting of 50 multiple choice questions and questions for short answers. All the questions are compulsory. Duration is 01 hour.

12.3 (03) General Knowledge

This paper will be designed to assess the applicants awareness and understanding of social, cultural, educational, political, economic and any other relating factors operating at national, regional and global environment or organizations as well as our society and also to assess general knowledge of applicants in Library Science and library field.

- A question paper consisting of 50 multiple choice questions and questions for short answers. All the questions are compulsory. Duration is 01 hour.

Note:

Applicants should score a minimum of 40% marks for each paper to become qualified for an appointment. Appointments will be made strictly following the order of marks scored so as to fill the number of vacancies reserved for the open competitive examination.

13.0 Results of the examination

The results sheet prepared on the order of the aggregate of marks secured by the candidates who have secured marks not less than 40% for each subject, as per Note 12.0 of this notification shall be submitted to the Director General of Combined Services, Ministry of Public Administration, Provincial Councils and Local Government. Upon the receipt of the approval of the Director General of Combined Services, the results of all the applicants who have sat for the examination shall be informed personally or published on the website, www.results.exams.gov.lk, by the Department of Examinations, Sri Lanka.

14.0 Applicants shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and issuing results. They are liable to be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

15.0 This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein shall be determined by the Director General of Combined Services. All the applicants shall be bound to act in accordance with the common rules and regulations indicated in this *Gazette notification*.

N. U. NISHAN MENDIS,
Director General of Combined
Services.

Ministry of Public Administration, Provincial Council and
Local Government,
Independence Square,
Colombo 07.
03rd of November, 2025.

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