

17. Reasons for choosing the Course :

I certify that the particulars furnished by me above are correct. I am aware that I am subject to expulsion from the course if any of them are found to be incorrect after the selection.

Signature of the Applicant.

Date:

Employers' Recommendation

Reference No.

The application of Ven./Mr. Mrs. Miss..... is recommended and forwarded. The particulars given by him/her above are correct. He/She can be released on no-pay/full pay leave to follow this course.

Signature of the Head
of The Department/Organization.

Date:

Address :

Name & Designation :

07-885

My No: R/8/EB/CLS/2004.

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE III AND II OF THE SRI LANKA LIBRARIANS' SERVICE - 2003/2004

THE efficiency Bar Examination for the Officers in grade II and III as provided in paragraph 09 and 10 of the Sri Lanka Librarians' Service Minute published in the *Gazette Extraordinary* No. 1002/13 of the Democratic Socialist Republic of Sri Lanka dated 19.11.1997 will be held in Colombo on 13.11.2004.

02 (i) This examination will be conducted by the Commissioner General of Examinations and the candidates are bound by the rules and regulations imposed by the Commissioner General of Examination.

(ii) Rules Prescribed for candidates are separately printed at the beginning of the *Gazette* Notification. The candidates will be liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

03. The specimen form of application for these examinations is published at the end of this notice. Candidates should prepare their application correctly and legibly in accordance with the specimen form of application and should be send through the Head of Departments by registered post to reach the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla on or before 31.08.2004. The name of the examination

should be indicated at the top left-hand corner of the envelope in which the application is enclosed. The application received after the closing date will be rejected.

04. *Identification of candidates.*- Candidates will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. Any one of the following documents will be accepted for this purpose.

- (a) National Identity Card issued by the Commissioner of the Department of Registration of Persons.
- (b) A valid Passport.

The candidatures of any candidates who is unable to submit any one of the above mentioned documents will be liable to be cancelled on the discretion of the Commissioner General of Examinations.

05. *Applications.*- Applications should be prepared in a paper of A4 size. The application could be typed but it should be filled in correctly and legibly by candidates' own handwriting.

The candidates who sit the examination for the first time need not pay examination fees. However, for subsequent sittings candidates should pay Rs. 175/- for the whole examination, and Rs. 90/- for one subject for the Examination fees. The cash receipt obtained by any post office for payment of Examination fees should be affixed on the due place of the application. This fees will not be refundable for any reason and the transfer of fees to any other examination will not be allowed.

06. The commissioner General of Examinations will issue Admission cards allied with the time table to all candidates whose applications have been accepted. The Candidates should produce their admission cards to the supervisor of the examination and the candidates without admission cards will not be permitted to sit the examination. If a candidate has not received his admission card at least seven days before the day of examination, he/she should communicate without any delay with the Commissioner General of Examinations, Department of Examinations, Palawatta, Battaramulla (Telegraphic Address: "Exams" Battaramulla) informing him that he has not received the Admission Card and giving following information.

- (i) Name of the Examination ;
- (ii) Full Name of the Candidate ;
- (iii) Full Postal Address ;
- (iv) Post Office, Registration Number and Date of Dispatch.

07. The Heads of Departments should approve duty leave for officers whose applications have been approved by the Commissioner General of Examination to enable them to appear for the examination. No traveling expenses will be paid.

08. The candidates should answer both question papers in the language of the examination they sat for the entry to the relevant service or in the official language. Candidates, who entered the service without a Competitive Examination, should answer both papers in the language medium of their education or in the official language.

09. The officers may appear separately for each subject at different occasions. However, minimum of 40% marks for each subject should be obtained for a pass.

10. Release of the results of the examination :

Specimen Application Form

The Commissioner General of Examinations will issue the results to the Director General of Combined Services. The list of names of officers who pass the Examination will be published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka.

**EFFICIENCY BAR EXAMINATION FOR OFFICERS IN
GRADE III AND II OF THE SRI LANKA LIBRARIANS'
SERVICE - 2003/2004**

11. Scheme of Examination.

11.1 Efficiency Bar examination for the officers in Grade III of the Librarians' Service.

- (i) General Administration - Duration 02 Hours
Chapters I to VIII and XII, XIV, XXIV, XXVII, XXVIII, XXXI, XXXII, XXXIII of the Establishment Code.
- (ii) Financial Procedure - Duration 02 Hours
Financial Regulation - Part I (excluding chapter X)
Accounts work performed by librarians and relevant regulations.

N.B. - Candidates should obtain 40% of marks for each subject to pass this Examination.

11.2 Efficiency Bar Examination for the Officers in Grade II of the Librarians' Service.

1. General Administration and Financial Procedure - Duration 03 Hours
 - (i) Constitution of the Democratic Socialist Republic of Sri Lanka.
 - (ii) Chapters I to VIII and XIV, XXIV, XXV, XXVII, XXVIII, XXXI, XXXII, XXXIII, of the Establishment Code.
 - (iii) Sri Lanka Library Association incorporation Act, 714,
 - (iv) Sri Lanka Library Service Board Act,
 - (v) Intellectual Property Act,
 - (vi) Financial Regulations - Part I
 - (vii) Accounts work performed by librarians and relevant regulations.
2. Library Organization - Duration 03 Hours
 - (i) Categories and Services of Libraries
 - (ii) Library Sources and Organization
 - (iii) Government Publications and their uses.

N.B. - Candidates should obtain 40% of marks for each subject to pass this Examination.

12. The decision of the Director General of combined services will be final in respect of any matter not provided for in this notification.

VICTOR SAMARAWEEERA,
Director General of Combined Services.

Combined Services Division,
Ministry of Public Administration and Home Affairs,
Independent Square,
Colombo 07.
14th July, 2004.

Service belonging to

Index No.

(For Office use only)

Indicate 1 in Central Government Service or 2 if Provincial Public Service)

01. 1.1 Name with Initials ; Mr./Mrs./Miss : _____.
1.2 Names Denoted by initials : _____.
1.3 National Identity Card Number :

1.4 Date of Birth : Date:: _____ Month: _____ Year: _____.

02. Service Station and Address : _____.

2.1 Name of Office/Department/Institute: _____.

2.2 Official Address : _____.

03. Present Post :

3.1 Post : _____.

3.2 Number of the Letter of Appointment : _____.

04. Are you an old entrant or new entrant for the purpose of official language policy ? : _____.

05. Medium of language in which you are appearing for the examination :

(Sinhala -S, Tamil - T, English - E)

(Indicate the relevant letter in the cage)

06. Indicate "x" Opposite the Efficiency Bar Examination you are applying for in the Sri Lanka Librarians' Service.

6.1 Grade III of the Librarian s' Service.

☐

6.2 Grade II of the Librarians' Service.

☐

6.3 Subject Offering I. : _____.
II. : _____.

07. Are you sitting the examination for the first time ? : _____.

7.1 If not give following particulars of the Cash receipt, payment of examination fees.

No.: _____.

Amount : _____.

Date: _____.

Office issued : _____.

Affix the cash receipt here

08. Certificate of the Candidate :

I declare that the particulars furnished above are true, that I am eligible to appear for the examination in the medium indicated in Para 5, and that I have not been subjected to any form of disciplinary punishment. I agree to abide by the regulations for this examination.

Signature of Candidate.

Date:_____.

(iii) his/her work and conduct have been Satisfactory throughout; and he/she has not been subjected to any form of disciplinary punishment (excluding warning) during the past 5 years period; and

(iv) he/she is eligible to sit for this examination.

*Delete words inapplicable.

Signature of the Head of the
Department and Official Frank.

09. Certificate of the Head of the Department :

I certify that,

- (i) this candidate is an officer in Grade II/III of the Librarians Service in this Department.
(ii) the particulars furnished above are correct.

Designation : _____.

Address : _____.

Date : _____.

07-861