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

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

1.0 APPLICATIONS are called for the limited 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 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 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.

Note 3 – The applicants must bear any adverse effects caused by the delay in submitting applications until the closing date.

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 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 Limited Competitive Examination shall be subjected to a probation period of one year from the date of appointment. Such officer shall be confirmed in the post if the Appointing Authority is satisfied to the effect that his/her work, conduct and attendance are satisfactory during the said probation period. However, the officer should pass the first Efficiency Bar examination within three (03) years from the date of appointment.
- 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.

6.0 **Qualifications:** - Applicants are required to possess the following qualifications for sitting this examination.

6.1 Educational Qualifications:

Should have passed six (06) subjects, including Sinhala/Tamil/English and Mathematics at the G.C.E. (O/L) examination, with at least two credit passes, at not more than two sittings.

6.2 Professional Qualifications:

(a) Should have completed the first year of the three-year diploma in Library Science from a university recognized by the University Grants Commission.

Or

(b) Should have successfully completed the first year of the three-year diploma in Library Science offered by the Sri Lanka Library Association.

6.3 Experience:

(a) Should have been confirmed in the post of Library Assistant/Library Employee of the departmental preliminary non-skilled (PL-01) service category in the public service and completed an active service period of 10 years in the said post.

(b) If the certificate has been obtained by completing at least one of the above diploma courses mentioned in (a) and (b) of 6.2 above, it is sufficient for such applicants to have been confirmed in the post of library assistant/library employee of the Departmental Primary Non-skilled Service Category (PL-01) in the public service and completed an active service period of 05 years in the said post as at the closing date for applications.

Note:

1. (i) The maximum age limit shall not be applicable in this regard.
- (ii) As mentioned in (a) and (b) of 6.3 above, only the officers in the Public Service are allowed to sit for this competitive examination. **(Officers in the Provincial Public Services are**

not allowed to sit for this competitive examination)

2. It is compulsory for every applicant to have satisfied all the qualifications relevant to the post on or before the closing date for applications.
3. Every applicant should be physically and mentally fit in every aspect to perform the duties of the post and to serve in any part of Sri Lanka.
4. Applicants should be of excellent character
5. Should have been confirmed in a post of the public service (mentioned in (a) and (b) of 6.3 above) as at the closing date for applications.
6. Should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 and that fact should have been certified by the Head of the Department at the time of calling for the interview.

7.0 Conditions of the Examination :

- (i) 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.
- (ii) Examination fee is Rs. 600/-. Payments should be made only *via* the following methods of payment provided by the online system.
 - i. Any Bank Credit Cards;
 - ii. Any Bank Debit Cards with online payments facilities;
 - iii. Online Banking Method of Bank of Ceylon;
 - iv. Any Branch of the Bank of Ceylon.

Note

- (a) 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.

- 8.0 The Head of Department should be prepared to release the officer if he/she is selected for an appointment. The signature of the applicant placed on the admission card should be attested by the head of the institution or any officer authorized by him. The heads of departments should grant duty leave to the officers who have received admission cards issued by the Commissioner General of Examinations, enabling them to sit the examination. No travel expenses will be paid.

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.

- National Identity Card;
- A valid passport;
- 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:-

- 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
Role of the members of libraries
Commencement and evolution of the books, various documents and non -printed media
Organization of professionals:
Sri Lanka Library Association
American and British Library Associations
Types of libraries
Libraries in schools and academic institutions
Libraries in the Government Ministries, and Departments
Public libraries
Library committees
Conservation and preservation

2. Knowledge and Organization of Information

Classification of books, objectives and benefits of the same
Basic rules of classification of books
Dewey decimal classification
Cataloguing and objectives of cataloguing
Anglo-American Cataloging Rules-2 (AACR)
Entries and book description
Types of catalogues

3. Library Resources and Information Services

Various library resources
Selection of library resources and the selection process
Acquisition, and its process
Processing
Stock verification and weeding process

4. Information Communication Technology

Effects of the computer technology on library services

- This question paper will consist of 05 questions, including multiple choice questions, questions for short answers, as well as structured and semi-structured type questions. All the questions should be answered. 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 context.

- This will be a paper consisting of 50 questions in the nature of multiple choice questions and questions for short answers. All the questions should be answered. 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, economical 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 paper consisting of 50 questions in the nature of multiple choice questions and questions for short answers. All the questions should be answered. 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 limited 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. The rules imposed for the applicants are printed separately in the Gazette Notification. 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.
03.11.2025.

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