



UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 984

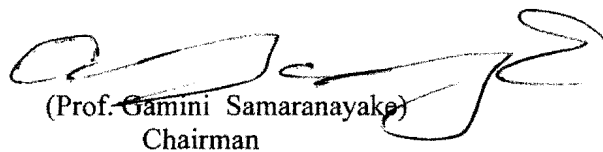
No.20, Ward Place,
Colombo 07
08.05.2012

Vice-Chancellors of Universities
Rectors of Campuses
Directors of Institutes

**SCHEMES OF RECRUITMENT – POSTS OF LIBRARY ASSISTANT GR. III, GR. II, GR. I,
STAFF ASSISTANT /LIBRARY SERVICES
& SENIOR STAFF ASSISTANT /LIBRARY SERVICES**

Your attention is invited to the schemes of recruitment of the posts of Library Assistant Grade III, Gr.II, Gr. I and Staff Assistant /Library Services in Commission Circular No. 761 of 26th April 2000 and the scheme of recruitment of the post of Senior Staff Assistant/Library Services in Commission Circular No. 828 of 09th June 2003.

2. The Commission at its 841st meeting held on 05.01.2012 decided to amend Commission Circular No. 761 with certain changes of the paragraph 3 of the service conditions therein.
3. The amended schemes of recruitment of the posts of Library Assistant Gr.III, Gr.II, Gr.I, Staff Assistant /Library Services and Senior Staff Assistant/Library Services are sent herewith.
4. These schemes of recruitment are effective from 10th May 2012.
5. With the implementation of the above provisions, Commission Circular No. 761 and the existing scheme of recruitment of the post of Senior Staff Assistant/Library Services in Commission Circular No. 828 of 09th June 2003 are rescinded.
6. Please take action accordingly.


(Prof. Gamini Samaranayake)
Chairman

- Cc:
1. Secretary/Ministry of Higher Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Members of the UGC
 5. Secretary/UGC
 6. Deans of Faculties
 7. Registrars of Universities
 8. Accountant/UGC
 9. Bursars of Universities
 10. Librarians/ SAL/AL of the Higher Educational Institutions/ Institutes
 11. Deputy Registrars/ Snr. Asst. Registrars/ Asst. Registrars of Campus /Institutes
 12. Deputy Bursars/Snr .Asst. Bursars/ Asst. Bursars of Campuses/ Institutes
 13. Chief Internal Auditor/UGC
 14. Govt. Audit Superintendents of Universities
 15. Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
 16. Secretaries of Trade Unions
 17. Auditor –General

File No. UGC/HR/2/3/114

SCHEMES OF RECRUITMENT - LIBRARY ASSISTANT GR.III, GR.II, GR 1, STAFF ASSISTANT / LIBRARY SERVICES AND SENIOR STAFF ASSISTANT/ LIBRARY SERVICES

Post and Salary Code	Method of Recruitment	Qualifications
<p>Library Assistant Gr.III U-MN 1(III)</p>	<p>By advertisement within the University System in the first instance. If no suitable applicants are available recruitment by procedure approved by the Government.</p> <p>Selection by test and interview as determined by the appointing authority.</p> <p><u>Note:</u> Recruitment under qualification (i) (b) shall be limited to 25% of the vacancies.</p>	<p>(i).(a) G.C.E. (Ordinary Level) Examination in six (06) subjects at not more than two sittings with credit passes in five (05) subjects. Two (02) of the credit passes must be in Sinhala/ Tamil/ English Language or Literature.</p> <p align="center"><u>OR</u></p> <p>(b) G.C.E.(Ordinary Level) Examination in six (06) subjects at not more than three sittings and who have satisfactorily completed five (05) years permanent service in Library of a Higher Educational Institution. Two (02) of the passes at the G.C.E. (Ordinary Level) Examination must be in Sinhala/ Tamil/ English Language or Literature.</p> <p>(ii) Age – Not more than 45 years.</p> <p><u>Note:</u> Preference will be given to those with qualifications and/ or experience in Librarianship.</p>

Post and Salary Code	Method of Recruitment	Qualifications
Library Assistant Gr.II U-MN 1(II)	By promotion from Grade III of the Library Assistants service of the University System. Selection by interview.	<p>(i) Library Assistants, Grade III who have been confirmed in their posts and who have completed six (06) years satisfactory service as a Library Assistant and who have satisfactorily completed the first examination of the Sri Lanka Library Association or its equivalent will be considered for promotion to Grade II.</p> <p>The preliminary examination (1st year) of the Diploma in Library and Information Management (03 year part time programme) conducted by the National Institute of Library and Information Sciences could also be considered as equivalent qualification mentioned above.</p> <p>(ii) Library Assistants, Gr.III who have completed ten (10) years satisfactory service in that grade will be considered for promotion to Grade II.</p>
Library Assistant Gr.I U-MN 1(I)	By promotion from Grade II of the Library Assistants service of the University System. Selection by interview.	Library Assistants who have completed 11 years satisfactory service of which at least three (03) years should have been in Grade II will be eligible to be considered for promotion.
Staff Assistant/ Library Services U-MN 4(II)	By promotion from Grade I of the Library Assistants service of the University System. Selection by interview.	Library Assistants who have completed at least five (05) years satisfactory service in Grade I will be eligible to be considered for promotion.

Post and Salary Code	Method of Recruitment	Qualifications
Senior Staff Assistant/ Library Services U-MN 4(I)	By promotion. Selection by interview.	A Staff Assistant/ Library Services with 05 years satisfactory service in that grade can be considered for promotion.

LIBRARY ASSISTANTS SERVICE CONDITIONS

1. Promotion to Library Assistant, Gr.II ,Gr.I, Staff Assistant/ Library Services and Senior Staff Assistant/ Library Services will be considered annually between the months of January and February.
2. The number of years of completed service in these schemes of recruitment will be reckoned as at 31st December of the previous year and experience in similar posts in the Public and/or Corporation sector will be taken into account.
3. The holder of the post of Library Assistant, Gr.III/Grade II/Grade I/ Staff Assistant (Library Services)/ Senior Staff Assistant (Library Services) who possesses the following professional qualifications in Library Science will become eligible to receive a benefit of 03 increments from the date of acquiring such qualifications or the date of appointment or promotion to such a post whichever occurs later, within the maximum of six increments as limited by the letter No.UGC/HR/2/3 /114 dated 10.09.2005 provided such qualification or part of it has not been considered for promotion.
 - (a) Final examination and Associateship in Library Science of Sri Lanka Library Association (SLLA).
 - (b) Advanced certificate in Library Science which has now been renamed as Higher Diploma in Library & Information Science conducted by the University of Kelaniya
 - (c) Diploma in Library and Information Management (03 year part time programme) conducted by the National Institute of Library and Information Sciences.

When a Library Assistant, Gr.III who has been in receipt of 03 increments recognizing one of the above professional qualifications, is promoted to Library Assistant, Grade II considering the first examination of the same qualification in terms of the scheme of recruitment such employees should not be entitled to receive 03 increments after his /her promotions to Gr.II.