

## SCHEME OF RECRUITMENT FOR THE POST OF LIBRARY INFORMATION ASSISTANT

Post & Salary Code	Method of Recruitment	Qualifications
<p>Library Information Assistant, Gr. III</p> <p>U-MN 1(III)</p>	<p>By advertisement within the University System in the first instance. If not 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><b>Note</b></p> <p>Recruitment under Internal Category shall be limited to 25% of the vacancies.</p>	<p><b>External Category</b></p> <p>1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-</p> <p style="padding-left: 20px;">(i) Sinhala Language/ Tamil Language (ii) English Language/English Literature (iii) Mathematics</p> <p style="text-align: center;">AND</p> <p>2. Should have passed in all subjects at G.C.E (A/L) Examination (except the Common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)</p> <p style="text-align: center;">AND</p> <p>*Preference will be given to those who possess the followings;</p> <p style="padding-left: 20px;">(a) Studentship or Part/ Full qualification in Library and Information Science obtained from a recognized institute.</p> <p style="text-align: center;">And</p> <p style="padding-left: 20px;">(b) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.</p>

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		<p><b><u>Internal Category</u></b></p> <p>1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects with at least three (03) credit passes in not more than two sittings with passes in:-</p> <p>(i) Sinhala Language/ Tamil Language  (ii) English Language/English Literature  (iii) Mathematics</p> <p>AND</p> <p>2. Should hold a permanent post in a Primary Level carrying a salary scale denoted by the salary code of U-PL &amp; be confirmed in a Primary Level (U-PL) post with five (05) years of continuous satisfactory service in Library of a Higher Educational Institution.</p> <p>*Preference will be given for who have obtained acceptable qualification in computer applications of not less than six (06) months duration from a recognized institute.</p> <p><b>Age:</b> Should be not less than 18 years and not more than 45 years of age on the closing date of applications. The upper age limit will not apply to the internal candidates</p>

Department of Human Resources  
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Post & Salary Code	Method of Recruitment	Qualifications
<p>Library Information Assistant, Gr. II</p> <p>U-MN 1(II)</p>	<p>By promotion.</p> <p>Selection by interview.</p>	<p>(i) Library Information Assistants, Grade III who have been confirmed in their posts and completed six (06) years of satisfactory service as a Library Information Assistant and with successfully completed the first examination of the Sri Lanka Library Association or its equivalent** will be eligible to be considered for promotion.</p> <p>**</p> <ul style="list-style-type: none"> <li>• Diploma in Library and Information Management (1<sup>st</sup> year) conducted by the National Institute of Library and Information Sciences</li> <li>• Part I of the Diploma in Library &amp; Information Science conducted by the University of Kelaniya</li> <li>• Full qualification of the Postgraduate Diploma in Library &amp; Information Science conducted by the University of Jaffna</li> </ul> <p><b>OR</b></p> <p>(ii) Library Information Assistants, Grade III who have completed ten (10) years of satisfactory service in that grade will be eligible to be considered for promotion.</p>
<p>Library Information Assistant, Gr. I</p> <p>U-MN 1(I)</p>	<p>By promotion.</p> <p>Selection by interview.</p>	<p>Library Information Assistants who have completed 11 years of satisfactory service of which at least three (03) years should have been in Grade II will be eligible to be considered for promotion.</p>

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Post & Salary Code	Method of Recruitment	Qualifications
Staff Assistant/ Library Services U-MN 4(II)	By promotion. Selection by interview.	Library Information Assistants who have completed at least five (05) years of satisfactory service in Grade I will be eligible to be considered for promotion.
Senior Staff Assistant/ Library Services U-MN 4(I)	By promotion Selection by interview	A Staff Assistant/ Library Services with five (05) years of satisfactory service in that grade will be eligible to be considered for promotion.

**LIBRARY INFORMATION ASSISTANTS SERVICE CONDITIONS**

1. Promotion to Library Information Assistant, Gr. II, Gr. I Staff Assistant/ Library Service 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 31<sup>st</sup> 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 Information Assistant Gr. III/Gr. II/Gr. I/Staff Asst. (Library Services)/Senior Staff Asst. (Library Services) who possesses the following professional qualifications in Library Science will become eligible to receive a benefit of increments as per the Commission Circular No. 20/2016 of 30.12.2016 from the date of acquiring such qualifications or the date of appointment or promotion to such a post whichever occurs later, provided that 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) Higher Diploma in Library & Information Science conducted by the University of Kelaniya
  - (c) Diploma in Library & Information Management (03 year part time programme) conducted by the National Institute of Library & Information Sciences

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

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