

**Recruitment Procedure for Associate Officer Category (MN4) of the
Department of National Archives**

01. Institutions Involved

- 1.1 Department: Department of National Archives
Ref: 400/7/1/7 Date: 14-02-2018
- 1.2 Ministry: Ministry of Education
Ref: ED/05/67/26/02/20 Date: 02-03-2018
- 1.3 Approval of the positions by the Director General, Management Services:
Ref: DMS/1135 Vol-I Date: 15-09-2016
DMS/1135 Vol-I 08-02-2017
DMS/1135 Vol-I 17-02-2017
- 1.4 Recommendation of the Director General- Establishments:
Ref: EST-2/04/REC/10722 Date: 2018'04'11
- 1.5 Recommendation of the National Salaries and Cadre Commission:
Ref: NSCC/05/38/74/SR-III Date: 2018-03-22
- 1.6 Approval of the Public Service Commission:
Ref:PSC/EST/02-01-34/04/2018 Date: 2018-07-12

02. Appointing Authority: Director General of the National Archives as empowered by the Public Service Commission

03. Particulars of the Service Category

3.1 Service Category : Associate Officer

3.2 Grades : Grades III, II and I

3.3 General Definition of Functions Entrusted:

A service category that requires a degree from a recognized university as a basic qualification for recruitment, and is entrusted with functions such as investigations, collection of information and data/ analysis/ report writing and surveys which will provide support to the functions carried out by officers in executive levels in order to fulfill institutional objectives.

3.4 Entrusting Functions:

Functions shall not be entrusted on the basis of the grade while the Head of the Department / Institution may entrust any function out of the functions entrusted to this service category to an officer in any grade on exigency of service, based on seniority and merit.

04. Nature of the Position/ Positions : Permanent and pensionable (Subject to policy decisions taken in respect of the pensions scheme by the government in future.)

5. Salary

5.1 Salary code : MN 4 – 2016

5.2 Monthly salary scale : Rs. 31,490–10x445–11x660–10x730–5 x750 -54,250/=

5.3 Initial salary step applicable to grade system:

Grade	Initial salary Step	Salary (Rs.)
III	Step 01	31,490/=
II	Step 12	36,600/=
I	Step 23	43,930/=

Payment of salaries and other related matters shall be in accordance with Public Administration Circular no. 03/2006.

5. Post/posts belonging to Service category:

6.1 Approved Designations, approved number of positions and functions

Approved Designations	Grade to which positions have been approved	Number of approved positions	Functions
Archival Officer	III, II, I	53	Providing assistance to survey public and private records; preparing lists and schedules for accruing public and private sector records; preparing primary lists; making submissions before the courts; public relations duties; handling inquiries on records and overseeing the research room; providing support for exhibitions; verifying the physical safety of records; library duties; categorisation and preparation of indexes for archives and depositing the same; creating

			<p>finding aids for records in electronic media; assigning numbers for archives and depositing the same; handling matters pertaining to digitisation of records; assisting members of the public who come for research work; publishing research on archives; assisting in the publication and printing of records; checking to ensure that archives are properly deposited; providing management assistance to staff grade officers supervising the repository, providing assistance for financial and physical functions of the Department and providing assistance to carry out progress reviews of such functions; updating and maintaining professional files; preparation and presentation of reports; carrying out e-government services; performing other duties assigned by the supervising officer and the Director General National Archives.</p>
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6.2 Number of Combined Officers:

Designation	Number
Archival Officer	53
Total	53

For the purpose of granting promotions from one grade to the other, all officers in grades III, II and I shall be considered as part of the total combined officers.

07. Recruitment Procedure

7.1 Recruitment Ratio:

Stream	Percentage
Open	70
Limited	30
Merit	-

- In the event there is not a sufficient number of eligible candidates in the 'Limited' stream, those vacancies too shall be filled under the 'Open' stream.

7.2 Recruitment under Open Stream

7.2.1 Grade of Recruitment: Grade III

7.2.2 Qualifications:

7.2.2.1 Educational qualifications:

Shall have a bachelor of arts, fine arts, visual arts, education, law or science degree obtained from a local or foreign university recognized by the University Grants Commission.

and,

shall have passed English language with a credit pass at the G.C.E. (O/ Level) examination or with a simple pass English/ General English at the G.C.E. (A/ Level) examination or has read for the degree in English medium.

7.2.2.2 Professional qualifications: Not applicable

7.2.2.3 Experience: Not applicable

7.2.2.4 Physical Fitness

All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.

7.2.2.5 Other:

I. Shall be a citizen of Sri Lanka.

II. Shall be of excellent character.

III. Shall have satisfied all the qualifications required for recruitment to the post as at date prescribed in the Gazette notification

7.2.3 Age:

7.2.3.1 Minimum age limit : Not less than 21 years

7.2.3.2 Maximum age limit : Not more than 35 years

7.2.4 Method of recruitment:

A written examination and an interview to evaluate suitability.

7.2.4.1 Written Examination

Subjects	Maximum Marks	Pass Marks
01. Intelligence	100	40
02. Comprehension	100	40
03. English	100	40

- Syllabus for this examination is given in Annex 01.

7.2.4.1.1 Authority for conducting examinations: An Institution authorized by the Director General of the National Archives.

7.2.4.2 Professional test: Not applicable

7.2.4.3 General interview: Not applicable

Basic qualifications will be examined at the interview held to evaluate suitability.

7.2.4.4 Interview to evaluate suitability

Main topics under which marks are given	Maximum marks	Minimum marks considered for selection
1. Knowledge on subject matter	50	} Not applicable
2. Additional education qualifications	25	
3. Additional professional qualifications	20	
4. Aptitude displayed at the interview	5	
	100	

Note:

1. The detailed marks scheme for each suitability evaluation interview within the confines of maximum marks allocated for each main topic, as mentioned above, shall be approved and published by the Director General of the National Archives, as part of the notification calling for applications.
2. Twice as many applicants as the number of existing vacancies shall be called to sit for the eligibility evaluation interview in the order of merit on the basis of the marks scored at the written examination.
3. Recruitments to the post shall be made on the basis of the order of total marks scored for the written examination and the suitability evaluation interview.

7.2.4.4.1 Authority for appointing the board for the suitability evaluation interview: Director General of the National Archives

7.2.5 Method of calling for applications: Applications shall be called by an advertisement published in the Gazette or public advertisement in newspapers and in the website.

7.3 Recruitment under Limited Stream:

7.3.1 Grade of recruitment: Grade III

7.3.2 Qualifications:

7.3.2.1 Educational Qualifications:

Shall have a bachelor of arts, fine arts, visual arts, education, law or science degree obtained from a local or foreign university recognized by the University Grants Commission.

7.3.2.2 Professional Qualifications:

Shall have successfully completed a computer course of not less than six (06) months/ not less than NVQ Level 2/ not less than 180 hours.

7.3.2.3 Experience:

Shall have completed an active and satisfactory service of not less than 05 years in a Departmental position entitled to a salary in the salary code of MN-1 or above at the Department of National Archives.

7.3.2.4 Physical Fitness

All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.

7.3.2.5 Other:

- I. Shall have been made permanent in the post.
- II. Shall have completed an immediately preceding satisfactory service of 05 years.
- III. Shall have fully satisfied the qualifications prescribed in 7.3.2 by the date on which applications were called.

7.3.3 Age: Not relevant

7.3.4 Method of Recruitment:

7.3.4.1 Written Examination:

Subjects	Maximum Marks	Pass Marks
01. Records Management	100	40
02. General Administration	100	40
03. English	100	40

- Syllabus for this examination is given in Annex 01.

7.3.4.1.1 Authority conducting the examinations: An Institution authorized by the Director General of the National Archives.

7.3.4.2 Professional test: Not applicable

7.3.4.3 Interview to evaluate suitability: Not applicable

7.3.4.4. General interview:

Objectives: No marks will be given for this interview. This interview is held only to verify the qualifications of the applicants.

7.3.4.4.1 Authority for appointing the Board for the general interview: Director General of the National Archives.

7.3.5 Method of calling for interviews: Internally published public notification and publishing in the website

7.4 Recruitment on merit basis: Not applicable.

08. Efficiency Bar

8.1

Type of Efficiency Bar	The Period Before Which Efficiency Bar to be Passed	Nature of the Efficiency Bar Written/ Professional/ Certificate Course/ Other
1 st Efficiency Bar	Before completion of three (3) years from the date of appointment to Grade III	Written
2 nd Efficiency Bar	Before completion of three (3) years from the date of promotion to Grade II	Written
3 rd Efficiency Bar	Before completion of five (05) years from the date of promotion to Grade I	Written

The syllabus for the 01st Efficiency Bar is given in Annex 03, while the syllabus for the 02nd Efficiency Bar is given in Annex 04 and syllabus for 03rd efficiency bar is given in Annex 05.

8.2 How often is the Efficiency Bar Examination to be conducted: Twice a year

8.3 Authority conducting the Efficiency Bar Examinations: The Director General of the National Archives or an Institution authorized by the Director General of the National Archives.

09. Language Proficiency

9.1

Language	Proficiency to be acquired
01. Official language	Officers recruited in a language other than the official language is required to acquire the proficiency in the official language within the probation period.

02. Other official language	Should acquire the relevant level of proficient as stipulated in Public Administration Circular 1/2014 and consequential circulars.
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10. Promotions to Grades

10.1 Promotion from Grade III to Grade II

10.1.1 According to Average Performance:

10.1.1.1 Prerequisites:

- I. Should have been confirmed in the post.
- II. Should have completed a minimum of ten (10) years of active and satisfactory service period in Grade III of the service and earned all ten (10) increments during the period.
- III. Should have shown a satisfactory or above average performance according to the Approved Scheme of Performance Appraisal during a period of ten (10) years preceding the date of promotion.
- IV. Should have completed a satisfactory service period of 05 years immediately preceding the date of promotion.
- V. Should have acquired the necessary level of proficiency in other official languages.
- VI. Should have successfully completed the due efficiency bar examination on the due date.

10.1.1.2 Mode of Promotion:

The officers who have fulfilled the prerequisites as mentioned above shall submit an application in the appropriate form to the person in authority, requesting for promotion and then, having verified the qualifications, they will be promoted to Grade II by the person in authority with effect from the qualifying date.

10.2 Promotion form Grade II to Grade I

10.2.1 According to Average Performance:

10.1.1.1 Prerequisites

- I. Should have completed a minimum of ten (10) years of active and satisfactory service period in Grade II of the service and earned all ten (10) increments during the period.
- II. Should have shown a satisfactory or above average performance according to the Approved Scheme of Performance Appraisal during a period of ten (10) years preceding the date of promotion.
- III. Should have completed a satisfactory service period of 05 years immediately preceding the date of promotion.

- IV. Should have successfully completed the due efficiency bar examination on the due date.

10.2.1.2 Mode of Promotion:

The officers who have fulfilled the prerequisites as mentioned above shall submit an application in the appropriate form to the person in authority, requesting for promotion and then, having verified the qualifications, they will be promoted to Grade I by the person in authority with effect from the qualifying date.

Remarks:

When promotions are granted according to average performance, the date of promotion of the officers who failed to pass the efficiency bar by the due date should be delayed by a time period equal to the delay in passing the efficiency bar.

11. Appointment to Posts: Not applicable.

12. Conditions applicable in addition to the general conditions stated in the procedural rules of the Public Service Commission: Not applicable.

13. Interpretations in addition to those stated in the procedural rules of the Public Service Commission:

“Period of Active Service” shall mean the actual period of service of an officer, drawing the salary assigned to his post, excluding any period of no-pay leave other than periods of approved no-pay leave for specific purposes, which have been recognized by the Cabinet of Ministers as a policy.

14. Absorption:

Applicable only to officers who are in employment as at the effective date of this scheme. Officers employed as Archival Officers who have earned salaries in salary scale MN4 on due dates as prescribed by Public Administration Circular 03/2016 and consequential circulars shall be absorbed as follows subject to the provisions of Section 04, Para VII of the Establishment Code.

Service period shall be calculated on the basis of the date on which appointment was made to each post. However, absorption should not affect any change in the date of salary increment of the officer. The date of salary increment applicable to the officer prior to the absorption should remain the same. Furthermore, if the salary step received by the officer prior to the salary conversion, corresponds to the new salary step, action as per Section 4.4 Para VII should not be taken to place them in the next salary step.

Absorption into Grade III

- a) Officers employed as Archival Officers as at the effective date of this recruitment scheme, earning salaries entitled to grade III in the salary scale MN4 with a satisfactory service of less than 10 years shall be absorbed into grade III.

Absorption into Grade III

Officers employed as Archival Officers as at the effective date of this recruitment scheme, earning salaries entitled to grade III in the salary scale MN4 - 2016 with a satisfactory service not less than 10 years, having earned salary increments duly on time, shall be absorbed into grade II.

15. General conditions prescribed in the procedural rules published in the Gazette Extraordinary no. 1589/30 dated 20-02-2009 of the Public Service Commission and provisions contained in the Establishment Code shall apply to all appointments.

16. Matters not provided for in this Scheme of Recruitment shall be determined by the Public Service Commission.

17. Interim provisions: Officers who were absorbed into service under this absorption process shall be given a period of concession of three (03) years from the date of absorption to satisfy efficiency bars and other requirements prescribed in this Scheme of Recruitment. They should satisfy the requirements prescribed in the new SoR during the given period of time. However, officers who have passed the efficiency bars stated in the SoR approved for them prior to the absorption, shall be exempt from passing the efficiency bars prescribed in this Scheme.

Prepared by :	Checked by :
Signature : [Signed]	Signature : [Signed]
Name : S.N.M.S. Semasinghe	Name : B. M. Nisansala Balasuriya
Designation : Public Management Assistant II	Designation : Assistant Director (Administration)
Date : 23-07-2018	Date : 23-07-2018

Recommended and submitted.

Signature : [Signed]
(Head of Department)
Name : Dr. Nadeera Rupesinghe
Designation : Director General, National Archives
Date : 23-07-2018

Official Stamp:

Reference: ED/10/NH/03/02/02/41

As per the approval of the Public Service Commission dated 12-07-2018, this scheme of recruitment for Associate Officers of the Department of National Archives formulated in accordance with the amendments informed through PSC/EST/02-01-34/04/2018 dated 16-07-2018 is hereby submitted for your certification.

Signature : [Signed]

Name : J.J. Rathnasiri

Secretary,
Ministry of Higher Education and Cultural Affairs

Date : 13-08-2018

Official Stamp:

Reference: PSC/EST/02-01-34/04/2018

This scheme of recruitment for the Associate Officer category (MN4) of the Department of National Archives was approved by the Public Service Commission on 2018.07.12.

Signature : [Signed]

Name : C.P.W. Goonetilleke

Secretary (Actg),
Public Service Commission

Date : 13-09-2018

Official Stamp:

01. Name of the Examination: Open Competitive Examination to Recruited to Posts in the Associate Officer Category of the Department of National Archives

02. Particulars of the Examination:

Question paper	Duration	Total Marks	Cut-off Marks
01. Intelligence	01 Hour	100	40
02. Comprehension	02 Hours	100	40
03. English	02 Hours	100	40

03. Authority conducting the examination: An institution authorized by the Director General of the National Archives

04. How often is the examination held: Depending on the number of vacancies.

05. Syllabus for the examination:

Name of the Question Paper	Syllabus
01. Intelligence	A paper to test the power of critical reasoning, language skills, comparison skills, numerical abilities and intelligence in a form of numerical and figurative context.
02. Comprehension	A multiple form question paper to test the candidate's comprehension skills, ability to understand issues, chose the best alternative from a range of options, ability to understand the main objective and concepts in a text.
03. English	A paper to test the candidate's language knowledge, ability to understand and translation skills.

Prepared by :

Checked by :

Signature : [Signed]

Signature : [Signed]

Name : S.N.M.S. Semasinghe

Name : B.M. Nisansala Balasuriya

Designation : Public Management Assistant II

Designation : Assistant Director (Administration)

Date : 23-07-2018

Date : 23-07-2018

Recommended and submitted.

Signature : [Signed]

(Head of Department)

Name : Dr. Nadeera Rupesinghe

Designation : Director General, National Archives

Date : 23-07-2018

Official Stamp:

01. Name of the Examination: **Limited Competitive Examination to recruit to Posts in the Associate Officer Category of the Department of National Archives**

02. Particulars of the Examination:

Question paper	Duration	Total Marks	Cut-off Marks
01. Record Management	02 Hours	100	40
02. General Administration	02 Hours	100	40
03. English	02 Hours	100	40

03. Authority conducting the examination: An institution authorized by the Director General of the National Archives

04. How often is the examination held: Depending on the number of vacancies.

05. Syllabus for the examination:

Name of the Question Paper	Syllabus
01. Records Management	Management of active, semi active and inactive records, survey of records and assessment for removal, archival management, management of electronic documents, management of audio-visual records.
04. General Administration	Part I chapters VII, VIII, XII, XIV, XXVIII and part II of the Establishment Code, Rules of the Public Service Commission
05. English	A paper to test the language knowledge, comprehension and translation skills of the candidate.

Prepared by :

Checked by :

Signature : [Signed]
Name : S.N.M.S. Semasinghe

Signature : [Signed]
Name : B.M. Nisansala Balasuriya

Designation : Public Management Assistant II

Designation : Assistant Director (Administration)

Date : 23-07-2018

Date : 23-07-2018

Recommended and submitted.

Signature : [Signed]

(Head of Department)

Name : Dr. Nadeera Rupesinghe

Designation : Director General, National Archives

Date : 23-07-2018

Official Stamp:

**1st Efficiency Bar for the Officers of the Associate Officer Posts
of the Department of National Archives**

01. Particulars of the Examination:

Question paper	Duration	Total Marks	Cut-off Marks
01. Establishment Code and Rules of the Public Service Commission	02 Hours	100	40
02. Financial Regulations	02 Hours	100	40
03. English	01 Hour	100	40

02. Authority conducting the examination: An institution authorized by the Director General of the National Archives

03. How often is the examination held: Twice a year

04. Syllabus for the examination:

Name of the Question Paper	Syllabus
01. Establishment Code and Rules of the Public Service Commission	Part one chapters I, II, III, 1V, V, VII, VIII, XII, XIII, XIV, XV, XVI, XVII, XXIII, XXIV, XXV, XXVIII, XXX, XXXIII, and part two chapters XLVII, XLVIII of the Establishment Code.
02. Financial Regulations	Chapters I, II, III, IV, V, VI, VII, VIII, XI, XII, XIII, XIV of the Financial Regulations and amendments made from time to time.
03. English	Writing an essay, answering questions from a paragraph given in English Translating an extract from an archived English record into Sinhala/ Tamil Translating an extract from an archived Sinhala/ Tamil record into English

Prepared by :

Checked by :

Signature : [Signed]

Signature : [Signed]

Name : S.N.M.S. Semasinghe

Name : B.M. Nisansala Balasuriya

Designation : Public Management Assistant II

Designation : Assistant Director (Administration)

Date : 23-07-2018

Date : 23-07-2018

Recommended and submitted.

Signature : [Signed]

(Head of Department)

Name : Dr. Nadeera Rupesinghe

Designation : Director General, National Archives

Date : 23-07-2018

Official Stamp:

**2nd Efficiency Bar for the Officers of
the Associate Officer Posts
of the Department of National Archives**

01. Particulars of the Examination:

Question paper	Duration	Total Marks	Cut-off Marks
01. Knowledge in the management of records	02 hours	100	40
02. History of Sri Lanka	02 hours	100	40

02. Authority conducting the examination: An institution authorized by the Director General of the National Archives

03. How often is the examination held: Twice a year

04. Syllabus for the examination:

Name of the Question Paper	Syllabus
01. Knowledge on records management	Management of active, semi active and inactive records, depositing archives and retrieval of information, preserving and reproduction of archives, management of electronic documents, management of audio-visual records.
02. History of Sri Lanka	History of Sri Lanka from 1505A.D. to 1948

Prepared by :

Checked by :

Signature : [Signed]

Signature : [Signed]

Name : S.N.M.S. Semasinghe

Name : B.M. Nisansala Balasuriya

Designation : Public Management Assistant II

Designation : Assistant Director (Administration)

Date : 23-07-2018

Date : 23-07-2018

Recommended and submitted.

Signature : [Signed]

(Head of Department)

Name : Dr. Nadeera Rupesinghe

Designation : Director General, National Archives

Date : 23-07-2018

Official Stamp:

Annex 05

**3rd Efficiency Bar for the Officers of the Associate Officer Posts
of the Department of National Archives**

01. Particulars of the Examination: (

Question paper	Duration	Total Marks	Cut-off Marks
01. Dutch	02 hours	100	40
02. History of Sri Lanka	03 hours	100	40

02. Authority conducting the examination: An institution authorized by the Director General of the National Archives

03. How often is the examination held: Twice a year

04. Syllabus for the examination:

Name of the Question Paper	Syllabus
03. Dutch	Translating extracts from Dutch records deposited at the Department of National Archives into Sinhala/ English
04. History of Sri Lanka	History of Sri Lanka from 1815 to 1978

Prepared by :

Checked by :

Signature : [Signed]
Name : S.N.M.S. Semasinghe

Signature : [Signed]
Name : B.M. Nisansala Balasuriya

Designation : Public Management Assistant II

Designation : Assistant Director (Administration)

Date : 23-07-2018

Date : 23-07-2018

Recommended and submitted.

Signature : [Signed]
(Head of Department)

Name : Dr. Nadeera Rupesinghe

Designation : Director General, National Archives

Date : 23-07-2018

Official Stamp: