

Department of National Archives
Scheme of Recruitment for the Executive Category of Service

01. Institutions Involved

- 1.1 Department: Department of National Archives
Ref: DNA/7/1/2 Date: 08-12-2017
- 1.2 Ministry: Ministry of Education
Ref: ED/05/67/26/02/12 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
Ref: EST-2/04/REC/10725 Date: 08-03-2018
- 1.5 Recommendation of the National Salaries and Cadre Commission:
Ref: NSCC/05/38/74/SR-II Date: 15-02-2018
- 1.6 Approval of the Public Service Commission:
Ref: PSC/EST/02-01-34/06/2018 Date: 14-06-2018

02. Appointing Authority: Public Service Commission

03. Particulars of the Category of Service

- 3.1 Category of Service : Executive
- 3.2 Grades : III, II and I
- 3.3 General Definition of Functions Entrusted:

A category of service that includes functions of policy formulation, directing/ issuing of orders, management and decision making related to the same in general nature and shall be assigned position specific functions from among the overall functions assigned to the executive officer of the highest level in the institution.

Entrustment of 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.)

05. Salary

5.1 Salary code : SL 1 - 2016

5.2 Monthly salary scale : Rs. 47,615 – 10 × 1335 – 8 × 1630 – 17× 2170 – Rs. 110,895/=

5.3 Grade system and the Initial salary step applicable to grade system:

Grade	Initial salary Step	Salary (Rs.)
III	Step 01	47, 615/-
II	Step 12	62, 595/-
I	Step 20	76, 175/-

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

06. Post/posts belonging to category of service:

6.1 Approved designations, approved number of positions and functions:

Approved Designations	Grade to which positions have been approved	Number of approved positions	Functions
Director of National Archives	I	03	Formulation of policies on record management; implementation of such policies; making timely amendments to standards as appropriate; arranging for the preparation of schedules that should be prepared for all public institutions and issuing necessary directions to respective officers; checking the schedules prepared; monitoring the schedule-making process up to the final layout of the schedules; formulation of policies regarding the archived records of the Department; implementation of such policies; issuing instructions on the preparation of user friendly means and finding aids for the public to access archives conveniently; making timely amendments to policies in this regard; development of branch offices of the Department; carrying out progress reviews on subordinate officers and monitoring the performance of their duties; or,

Approved Designations	Grade to which positions have been approved	Number of approved positions	Functions
			Formulation of policies for the preservation and preservation of all archived records of the Department including electronic records and records of government institutions; formulation of policies for the management of electronic documents; implementation of such policies; making timely amendments in relevant standards; carrying out progress reviews on subordinate officers and monitoring the performance of their duties; or, planning for public relations and trainings; designing methodologies to make use of modern technology to make efficient and effective, the services provided by the Department; revising relevant targets and monitoring activities relevant to the above; providing instructions to hold training workshops to educate government officers and to hold seminars, lectures and exhibitions to educate schoolchildren and the public; providing instructions and resolving issues pertaining to Printing Presses Ordinance, Printers and Publishers Ordinance and Newspaper Ordinance which are laws implemented by the Department; timely preparation of standards to make efficient, the action pertaining to the above; carrying out progress reviews on subordinate officers and monitoring the performance of their duties; and, performing other duties relevant to the post as assigned by the Director General National Archives.
Deputy Director/ Assistant Director of National Archives	II, III	05	Survey of records; administration of records in repositories; editing archived records and printing; giving evidence before courts with reference to archived records; gathering records and formulating strategies to gather records; providing assistance with regard to inquiries from the public and research endeavours; organising and guiding professional exhibitions, workshops and conferences; assigning work

Approved Designations	Grade to which positions have been approved	Number of approved positions	Functions
			targets to subordinate officers and monitoring the performance of their duties; carrying out other duties relevant to the post as assigned by Director of National Archives (Archive management and development/ public relations, training and legal deposits) and Director General National Archives.
Deputy Director/ Assistant Director (Technical) of National Archives	II, III	01	Providing instructions on conservation and restoration of records; providing instructions on the reproduction of records; carrying out quality tests on material used for the preservation of records; introducing standards for the preservation and reproduction of records; providing technical and scientific observations required for quality testing of films and audiovisual material; providing assistance to carry out research on the deterioration of films and audiovisual material; providing advice for the preservation and reproduction of records of public and private institutions, carrying out chemical research related to preservation, conservation and restoration of records; assigning work targets under guidance to subordinate officers and supervising the performance of their duties; carrying out other duties relevant to the post as assigned by Director National Archives (Technical, Audiovisual and Electronic Records) and Director General National Archives.
Deputy Director/ Assistant Director (Technical) of National Archives	II, III	01	Acquisition of films and audiovisual records and management of the deposit, implementing policies pertaining to the identification and description of those records and issuing relevant instructions to officers; maintaining films and audiovisual archives and taking necessary action after identifying preservation and restoration needs of those records; identifying the formats needed to provide access to films and audiovisual records to the public; identifying necessary computer hardware and software of time-appropriate standards to digitise film and audiovisual archives; assigning work targets to subordinate officers and supervising the performance of their duties; carrying out other

Approved Designations	Grade to which positions have been approved	Number of approved positions	Functions
			duties relevant to the post as assigned by Director National Archives (Technical, Audiovisual and Electronic Records) and Director General National Archives
Deputy Director/ Assistant Director (Electronic Records and Digitisation)	II, III	01	Identifying software for the accrual of electronic records and providing guidance to all public institutions for the accrual of records; maintaining an electronic archives and application of necessary standards; taking necessary steps for the timely transfer of the accrued electronic records to appropriate long-term mediums; introducing standards to digitise records; assigning work targets to subordinate officers and supervising the performance of their duties; carrying out other duties relevant to the post as assigned by Director National Archives (Technical, Audiovisual and Electronic Records) and Director General National Archives.

6.2 Number of Combined Officers:

1. National Archives Director	03
2. National Archives Deputy Director / Assistant Director	05
3. National Archives Deputy Director/ Assistant Director (Technical)	01
4. National Archives Deputy Director / Assistant Director (Film and Audiovisual)	01
5. National Archives Deputy Director / Assistant Director (Electronic Records and Digitisation)	01
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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:

Designation	Recruitment Ratio as per Each Stream		
	Open	Limited	Merit
National Archives Assistant Director	-	-	100%
National Archives Assistant Director (Technical)	} 100%	-	-
National Archives Assistant Director (Films and Audiovisual Records)			
National Archives Assistant Director (Electronic Records and Digitisation)			

Note:

1. In the event that a sufficient number of officers do not qualify for the selection based on the results of the written examination held under the Merit Stream, officers who have satisfied education and professional qualifications under 7.4.2 with an active and satisfactory service exceeding five (05) years in Departmental positions drawing salaries in the MN2 salary category or above, with an immediately preceding satisfactory service of five (05) years shall be recruited under the Merit Stream.
2. In the event that a sufficient number of officers do not qualify for selection under either one of the two written examinations, applications shall be called from persons with following education qualifications and recruitments shall be made through the Open Stream.
Education Qualifications: A Bachelor's (Special) Degree in Arts, Fine Arts, Visual Arts, Education, Law or Science
or,
A Post Graduate Degree with a Bachelor's (General) Degree in Arts, Fine Arts, Visual Arts, Education. Law or Science,
from a university recognised by the University Grants Commission, or a degree awarding body recognised by the University Grants Commission.

7.2 Recruitment under Open Stream

7.2.1 Grade of Recruitment: Grade III

7.2.2 Qualifications:

7.2.2.1 Education qualifications:

I. (a.) Assistant Director (Technical) – National Archives:

Shall have a Bachelor of Science (Special) degree in Archives Preservation or Chemistry,

or,

a Post Graduate Degree with a Bachelor of Science (General) Degree in Archives Preservation or Chemistry,

from a university recognised by the University Grants Commission, or a degree awarding body recognised by the University Grants Commission.

(b) Assistant Director (Film and Audiovisual Records) – National Archives

Shall have a Bachelor's (Special) Degree in Arts, Visual Arts or Fine Arts,
or,
a post graduate degree with a Bachelor's (General) Degree in Arts, Visual Arts
or Fine Arts,

from a university recognised by the University Grants Commission, or a degree
awarding body recognised by the University Grants Commission.

(c) Assistant Director (Electronic Documents and Digitisation) – National
Archives

Shall have a Bachelor of Science (Special) Degree in Computer Science,
Computer and Engineering Technology, Information and Communication
Technology or Information Technology,

or,
a Post Graduate Degree with a Bachelor of Science (General) Degree in
Computer Science, Computer and Engineering Technology, Information and
Communication Technology or Information Technology,

from a university recognised by the University Grants Commission, or a degree
awarding body recognised by the University Grants Commission.

II. 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 requirements prescribed
from 7.2.2 to 7.2.3 in all aspects by the date prescribed in
the notification/ gazette calling for applications

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: Annex 01

Subjects	Maximum Marks	Pass Marks
Intelligence	100	50%
Subject related question paper	100	50%
English	100	50%

7.2.4.1.1 Authority for conducting examinations: An Institution authorised by the Commissioner General of Examinations or the Public Service Commission

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 aptitude:

Main topics under which marks are given	Maximum marks	Minimum marks considered for selection
Additional education qualifications	15	Not applicable
Relevant professional qualifications	15	
Experience in the subject field	15	
Skills displayed at the interview	05	
Total	50	

Note :

1. The detailed marks scheme for each aptitude 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 Department of National Archives, as part of the notification calling for applications.
2. Four times (04) as many applicants as the number of existing vacancies shall be called to sit for the aptitude 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 aptitude evaluation interview.

7.2.4.4.1 Authority for appointing the board for the aptitude evaluation:
Public Service Commission

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: Not applicable.

7.4 Recruitment under the Merit Scheme

7.4.1 Grade of recruitment: Grade III

7.4.2 Qualifications:

7.4.2.1 Education Qualifications: Shall have a Bachelor's Degree in Arts, Fine Arts, Visual Arts, Law, Education or Science from a university recognised by the University Grants Commission, or a degree awarding body recognised by the University Grants Commission.

7.4.2.2 Professional Qualifications: Shall have a certificate of training in at least one of the following areas for a duration of a minimum of six months obtained from a local or foreign university recognised by the University Grants Commission or a local or foreign National Archival Institution: records management, administration of archives, preservation of records, archival science, archival studies, Medieval Dutch, Medieval Portuguese

7.4.2.3 Experience:

- I. Shall be an officer with an active an satisfactory service of not less than two (02) years in the post of Senior Archivist,
or
- II. an officer with an active and satisfactory service of not less than five (05) years in departmental position with experience of three (03) years in the post of Assistant Archivist, Field/ office Segment I category of service of the Department of National Archives
or
- III. an officer in the post of Senior Archivist who has satisfied requirements prescribed in II above.

7.4.2.4 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.

7.4.2.5 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 all the required qualifications by the date prescribed in the notice calling for applications to the post

7.4.3 Age: Maximum age limit shall not be applicable to internal applicants.

7.4.4 Method of Recruitment:

7.4.4.1 Written Examination: Annex 02

Subjects	Maximum Marks	Pass Marks
01. Subject knowledge on record management and preservation	100	40%
02. English	100	40%

7.4.4.1.1 Authority conducting the examinations: Commissioner General of Examinations or an Institution authorised by the Director General National Archives.

7.4.4.2 Professional test: Not applicable

7.4.4.3 General interview: Not applicable (Basic qualifications will be examined at the interview held to evaluate suitability)

7.4.4.4 Interview to evaluate aptitude:

Main topics under which marks are given	Maximum marks	Minimum marks considered for selection
Additional service experience	60	Not applicable
Additional education qualifications	20	
Additional professional qualifications	15	
Aptitude displayed at the interview	05	
Total marks	100	

Note:

1. The detailed marks scheme for each aptitude evaluation interview as per the maximum marks allocated for each main topic as mentioned in the table above, shall be presented to the Public Service Commission by the Director

General National Archives for approval and published as part of the notification calling for applications consequent to approval.

2. Twice as many applicants as the number of existing vacancies shall be called to sit for the aptitude 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 merit basis according to the order of total marks scored for the written examination and the aptitude evaluation interview.

7.4.4.4.1 Authority for appointing the board for the aptitude evaluation interview: Public Service Commission

7.4.5 Method of calling for applications: Applications shall be called by an internal notification and by an advertisement published on the website.

08. Efficiency Bar

8.1

Type of Efficiency Bar	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 Given in Annex 03
2 nd Efficiency Bar	Before completion of three (3) years from the date of promotion to Grade II	Written Given in Annex 04
3 rd Efficiency Bar	Before completion of five (05) years from the date of promotion to Grade I	Certificate Course/ Other. 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:

1 st Efficiency Bar	} An institution authorised by the Director General National Archives
2 nd Efficiency Bar	
3 rd Efficiency Bar	

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 category of 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.
- VII. Should have received training of a minimum of six (06) months in at least one subject with a special training of three (03) months or at least 36 hours in at least one more subject out of the following subjects from a local or foreign university recognised by the University Grants Commission: Record Management, Archive Administration, Record Preservation, Archival Science, Archival Studies, Medieval Dutch and Medieval Portuguese.

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:

10.2.1.1 Prerequisites:

- I. Should have a post graduate degree in Archive Management or Archive Preservation or Archival Studies or Archival Science or Information Studies from a university recognised by the University Grants Commission or a degree awarding body recognised by the University Grants Commission

or

a post graduate degree in History, Sinhala, Pali or Information & Communication Technology from a university recognised by the University Grants Commission or a degree awarding body recognised by the University Grants Commission with a one year post graduate diploma in Archive Management & Preservation or Archival Science or Information Studies from a local or foreign university recognised by the University Grants Commission.

- II. Should have completed an active and satisfactory service of seven (07) years in Grade II of the Category of Service and earned all seven (07) salary increments.
- III. Should have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- IV. Should have shown a satisfactory or above average performance according to the Approved Scheme of Performance Appraisal during a period of seven (07) years preceding the date of promotion.
- V. 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:

11.1 Qualifications:

Post	Qualifications	Method of Selection
Director of National Archives	Shall be a Grade I officer of the Executive Category of Service	The most senior officer out of all officers in Grade I of the Executive Category of Service shall be appointed to the post.

Note :

When an officer from Grade III is promoted to Grade II, their designation shall be changed to Deputy Director of National Archives. Officers from Grade III shall not be appointed to the post of Deputy Director of Archives on acting basis or on the basis of discharging duties.

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 recognised by the Cabinet of Ministers as a policy.

14. Absorption on the basis of the Grade system: Not applicable

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: When recruitments are made for the first time to the post of Assistant Director of National Archives as per the provisions of this scheme of recruitment, recruitments shall be made exclusively on the basis of merit scored by officers who have satisfied requirements prescribed in 7.4.2 at the interview to evaluate aptitude prescribed in 7.4.4.4.

Prepared by :

Checked by :

[Signed by:]

[Signed by:]

Name : R.P.N.R.K. Rajapaksha
Designation : Administration Officer
Date : 09-14-2018

Name : B.M. Nisansala Balasuriya
Designation : Assistant Director
(Administration)
Date : 09-14-2018

Recommended and submitted.

[Signed by:]

Name : Dr. Nadeera Rupesinghe

Designation : Director General National Archives

Date : 09-14-2018

Official Stamp:

Reference: ED/10/NH/03/02/02/18

As per the approval of the Public Service Commission dated 14-06-2018, this scheme of recruitment for the Executive Category of Service in the Department of National Archives is hereby recommended for your certification.

[Signed by:]

J. J. Rathnasiri

Secretary,

Ministry of Higher Education and Cultural Affairs

Date : 2018.09.25

Official Stamp:

Reference : PSC/EST/02-01-34/06/2018

This scheme of recruitment for the Executive Category of Service in the Department of National Archives was approved by the Public Service Commission on 2018.06.14.

[Signed by:]

M.A.B. Daya Senerath

Secretary,

Public Service Commission

Date : 2018.10.29

Official Stamp:

01. Name of the Examination: Open Competitive Examination to Recruit to Posts in the Executive Category of Service in the Department of National Archives

02. Particulars of the Examination: Written examination.

Question paper	Duration	Total Marks	Cut-off Marks
01. Intelligence	01 Hour	100	50
02. Subject related question paper	02 Hours	100	50
03. English	02 Hours	100	50

03. Authority conducting the examination: An institution authorised by the Director General 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 general knowledge, critical reasoning, expression of ideas, numerical skills and comprehension skills of the applicant.
02. Subject related question paper	Shall consist of questions that tests the technical knowledge relevant to the positions.
03. English	A paper to test the language knowledge, comprehension skill and translation skill of the applicant.

Prepared by :

Checked by :

[Signed by:]

[Signed by:]

Name : R.P.N.R.K. Rajapaksha
Designation : Administration Officer
Date : 09-14-2018

Name : B.M. Nisansala Balasuriya
Designation : Assistant Director (Administration)
Date : 09-14-2018

Recommended and submitted.

[Signed by:]

Name : Dr. Nadeera Rupesinghe
Designation : Director General National Archives
Date : 09-14-2018

Official Stamp:

01. Name of the Examination: Written examination for the recruitment of officers for the Executive Category of Service on merit basis
02. Particulars of the Examination: Written Examination

Question paper	Duration	Total Marks	Cut-off Marks
03. Subject knowledge on record management and preservation	02 Hours	100	40
04. English	02 Hours	100	40

03. Authority conducting the examination: An institution authorised by the Director General 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. Subject knowledge on record management and preservation	Shall consist of questions designed to test the knowledge in the subjects of record management and preservation.
02. English	A paper to test the language knowledge, comprehension skill and translation skill of the applicant.

Prepared by :

Checked by :

[Signed by:]

Name : R.P.N.R.K. Rajapaksha

Designation : Administration Officer

Date : 09-14-2018

[Signed by:]

Name : B.M. Nisansala Balasuriya

Designation : Assistant Director
(Administration)

Date : 09-14-2018

Recommended and submitted.

[Signed by:]

Name : Dr. Nadeera Rupesinghe

Designation : Director General National Archives

Date : 09-14-2018

Official Stamp:

01. Name of the Examination: First (I) Efficiency Bar for the Officers of the Executive Category of Service in the Department of National Archives

02. Particulars of the Examination:

Question paper	Duration	Total Marks	Cut-off Marks
01. Institutional Administration and Financial Controls	03 hours	100	40
02. Departmental rules, regulations and procedures	02 hours	100	40

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

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

05. Syllabus for the examination:

Name of the Question Paper	Syllabus
01. Institutional Administration and Financial Controls	Procedural rules of the Public Service Commission - Knowledge about Part I chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXIX, XII, XXXIII of the Establishment Code - Knowledge about Part II chapters XLVII and XLVIII of the Establishment Code - Knowledge about chapters I, II, III, IV, V, VI, VII, VIII, XI, XII, XIII, XIV of the Financial Regulations
02. Departmental rules, regulations and procedures	- Acts, regulations and orders pertaining to the functions of the Department of National Archives - Principles of record/ archive administration and preservation - Functions and organisational structure of the Department of National Archives - Knowledge and understanding of archive repository process and the records deposited.

Prepared by :

Checked by :

[Signed by:]

[Signed by:]

Name : R.P.N.R.K. Rajapaksha

Name : B.M. Nisansala Balasuriya

Designation : Administration Officer

Designation : Assistant Director
(Administration)

Date : 09-14-2018

Date : 09-14-2018

Recommended and submitted.

[Signed by:]

Name : Dr. Nadeera Rupesinghe

Designation : Director General National Archives

Date : 09-14-2018

Official Stamp:

01. Name of the Examination: Second (III) Efficiency Bar for the Officers of the Executive Category of Service in the Department of National Archives

02. Particulars of the Examination:

Question paper	Duration	Total Marks	Cut-off Marks
1. Medieval Portuguese, or, Medieval Dutch, or Preservation of records or Information & Communication Technology	03 hours	100	40%
2. History of Sri Lanka	02 hours	100	40%

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

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

05. Syllabus for the examination:

Name of the Question Paper	Syllabus
01. Medieval Portuguese or Medieval Dutch, or Preservation of Records or Information & Communication Technology	Translation of extracts from Portuguese or Dutch records archived at the Department of National Archives into Sinhala/ Tamil/ English. Methodologies and standards for the preservation of decayed paper, ola leaves, audio visual tapes and films. Knowledge in the management of electronic archives.
02. History of Sri Lanka	History of Sri Lanka after 1640.

Prepared by :

Checked by :

[Signed by:]

[Signed by:]

Name : R.P.N.R.K. Rajapaksha
Designation : Administration Officer

Name : B.M. Nisansala Balasuriya
Designation : Assistant Director
(Administration)

Date : 09-14-2018

Date : 09-14-2018

Recommended and submitted.

[Signed by:]

Name : Dr. Nadeera Rupesinghe

Designation : Director General National Archives

Date : 09-14-2018

Official Stamp:

01. Name of the Examination: Third (III) Efficiency Bar for the Officers of the Executive Category of Service in the Department of National Archives

02. Particulars of the Examination:

Shall have received a certificate from a recognised national archival institution for a training with a duration of one year in a field coming under the subject of Archiving,

or,

shall have completed a research thesis or a volume coming under the subject of Archiving within a period of three (03) months.

Prepared by :

Checked by :

[Signed by:]

[Signed by:]

Name : R.P.N.R.K. Rajapaksha
Designation : Administration Officer
Date : 09-14-2018

Name : B.M. Nisansala Balasuriya
Designation : Assistant Director
(Administration)
Date : 09-14-2018

Recommended and submitted.

[Signed by:]

Name : Dr. Nadeera Rupesinghe

Designation : Director General National Archives

Date : 09-14-2018

Official Stamp: