

## DEPARTMENT OF NATIONAL ARCHIVES

My No. DNA2/MA7/3/15.

### Open Competitive Examination for the Recruitment of Supervisory Management Assistant Technical Services Category Archival Conservator Training Grade, Audio – Visual Records Conservator Training Grade of the Department of National Archives - 2023

Applications are invited for the Open Competitive Examination from qualified citizens of Sri Lanka recruit to the post of Archival Conservator Training Grade and Audio-Visual Records Conservator Training Grade of Supervisory Management Assistant Technical Services Category.

Number of Vacancies – Archival Conservator 14  
Audio-Visual Records Conservator 04

70% from the vacancies are recruited under the open stream.

If only there are no applicants with basic qualifications in the department for the percentage of 30% due to be recruited from the Limited Competitive Examination, the remaining amount will be completed from the external applicants who will be selected from the Open Competitive Examination.

**01.** The recruitment is done by this examination for the post of Archival Conservator Training Grade and Audio-visual Records Conservator Training Grade of Supervisory Management Assistant Technical Services Category of the Department of National Archives. The closing date of applications is **24/11/2023**. This examination will be held at examination centers that will be established in Colombo only.

**02. Functions Assigned to the Post:**

Position No.	Approved designation names	Functions
01	Archival Conservator	Conservation and restoration of archives, maps, pictures deposited in the Department of National Archives, compliance with scientific guidelines and standards for targets provided for conservation work, training on book binding, where required participating in records conservation activities for state/private institutions and individuals, performing practical training related to the conservation of state records, participating in records conservation activities in religious places, conducting practical training on the restoration of records that have been subject to disasters, performing other functions related to the post assigned by the Archival Conservation Supervising Officer, Chief Conservation Officer (Archives), National Archives Deputy Director/ Assistant Director (Technical), National Archives Director (Technical, Audio-Visual and Electronic Records) and Director General National Archives.
02	Audio-Visual Records Conservator	Maintaining and conserving audio-visual records deposited in the Department of National Archives and making them available to listeners, providing copies of those records in computer or audio-visual media to users, management, maintenance and restoration of audio-visual equipment, provide assistance by performing technical tasks for the use of audio-visual equipment at the functions held in the auditorium, performing other functions related to the post assigned by the Chief Conservation Officer (Audio Visual), National Archives Deputy Director / Assistant Director (Film and Audio-Visual), National Archives Director (Technical, Audio-Visual and Electronic Records) and Director General National Archives.

**03. Terms of Service:**

- (a) A selected candidate will be appointed to the post of Archival Conservator/ Audio-Visual Conservator after the successful completion of the training period under the general conditions of governing appointments in the Public Service and to the terms and conditions imposed in the Scheme of Recruitment approved by the Public Service Commission on 05.06.2018 and the Service Minute and the amendments made or will be made thereafter to the Service Minute of Sri Lanka Technological Service, the Provisions of the Establishment Code and the Financial Regulations.
- (b) This post is permanent. With pension. Although this position is stated to be pensionable, future recruits will be subjected to future policy decisions taken by the government regarding the pension scheme. Also, you have to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme. You will have to pay contributions as required by the state from time to time.
- (c) Candidates who are admitted to this training grade will be recruited to Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training Grade III after successfully completing the two-year training period and submitting the certificate of passing the examination conducted by the relevant institutions.

The appointment is subject to a three-year probation period. Supervisory Management Assistant Technical Services Category Archival Conservator Grade III, Audio-Visual Records Conservator Grade III shall pass the Departmental examination in addition to the first efficiency bar examination as specified in the recruitment scheme within 03 years of recruitment to grade III.

- (d) The Director General National Archives has the power to cancel the appointment of candidates who fail to accept the duties of the post offered to them on the due date.

**04. Monthly salary scale :**

In accordance with Public Administration Circular No. 03/2016 (Schedule V), the allowance of Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training Grade III is as follows:

Monthly for the first year : Rs. 27,140/-  
Monthly for the second year: Rs. 27,440/-

Apprentices who pass the examination conducted after satisfactory completion of the two-year training period will be appointed to the post of Supervisory Management Assistant Technical Services Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training Grade III in the Department of National Archives. According to the aforesaid circular, the relevant salary scale (MN 3 – 2016) is Rs. 31,040 – 10 x 445 – 11x660 – 10 x 730 – 10x750 – Rs. 57,550/- - (Starting Salary Step – 31,040). In addition, you may receive other allowances paid by the state to public servants from time to time.

**05. Recruitment Qualifications :**

<b>Position</b>	<b>(a) Education qualifications</b>	<b>(b) Professional Qualifications</b>	<b>(c) Experience</b>
Archival Conservator (Training Grade)	G.C.E. (O/L) Examination Should have passed Sinhala/ Tamil, Mathematics, Science and one other subject with credits in six (06) subjects in one attempt and passed the English language in not more than two attempts, And Passing the G.C.E A/L Examination in one attempt in three subjects (excluding the General Examination) including two (02) subjects in Biology, Physics and Chemistry.	Not relevant	Not relevant
Audio-Visual Records Conservator (Training Grade)			

(a) Physical Fitness :

Every candidate should be mentally and physically fit enough to work in any part of Sri Lanka and perform the duties of the post.

(b) Other :

- I. Must be a citizen of Sri Lanka
- II. Must have a great character
- III. No clergyman of any denomination is eligible to appear for this examination
- IV. All the qualifications required to appear for the competitive examination for the post should have been completed in all respects by the date mentioned in the Notice of Calling Application/ Gazette Notification.

(c) Age :

Should be not less than eighteen (18) years and not more than thirty (30) years as on the last date for receipt of applications. Accordingly, only those whose birthday falls on 24/11/2005 or before and on or after 24/11/1993 are eligible to apply for this.

**06. Method of Recruitment :**

Recruitment will be made for the Grade of Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training Grade III based on the results of the written competitive examination and the general interview. Candidates who have passed the written examination will be selected on the basis of the sequence of their merit marks in the similar number of open recruitment followed by a general interview. Candidates who are admitted to this training grade will be recruited to Archival Conservator Training Grade III/ Audio-Visual Records Conservator Training III after successfully completing the two-year training period and submitting the certificate of passing the examination conducted by the relevant institutions. Apprentices who fail to pass the examination held at the end of the training have the opportunity to extend their training period for a period not exceeding 6 months. At the end of such an extended period, the service of the apprentices who fail the re-sit examination will be terminated.

(a) Written exam :

The examination will be conducted in Sinhala, Tamil and English mediums and the medium applied for will not be changed later. A written examination of two (02) question papers consisting of the following subjects will be conducted. The minimum marks required to pass each subject are as follows:

Subject	Time	Total score	Minimum marks required to pass
01. Intelligence test	01 h	100	40
02. Technology (A subject-specific test relevant to each post)	02 h	100	40

Candidates should sit for all the question papers and answer all the question papers in one language only.

- i. Examination Results – Candidates will be notified of the results by the Commissioner General of Examinations by post or through the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

**07. Syllabus for the examination:**

Name of the question paper	Syllabus
01. Intelligence test	It is intended to measure the candidate's general intelligence, reasoning ability, expression, numerical ability and comprehension ability.
02. Technology (Technical and Subject specific test relevant to the post)	This is intended to measure the technical knowledge relevant to the positions.

**08. Examination Fees:**

Examination Fees is Rs. 1200/- further, the examination fee should be paid cash to any post office/ sub post office/ District/ Divisional Secretariat Office in the island to be credited to the state revenue head under the Commissioner General of Examinations 20-03-02-13 and the receipt obtained in the name of the applicant should be affixed at one place on the edge of the application so that it does not slip. Money orders or stamps will not be accepted for the examination fee and the fee paid for the examination will not be refunded or transferred for any other examination for any reason. It may also be helpful to retain a photocopy of the receipt.

**09. Method of application :**

- (a) The name of the examination mentioned in the title of the application should be in English in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. The Application should be prepared according to the format attached to this notice and should be prepared on 8 1/2 " x 12" (A4) paper and the applicant should complete the application in his own handwriting. Computer-generated applications can also be used. The application should be completed in one language only. The application should be prepared in such a way that headings numbered 01 to 07 are included on the first page.
- (b) Application that do not comply with the specimen application and applications containing incomplete information will be rejected without notice. (It may be helpful to retain a photocopy of the application.) The applicants should inquire whether the completed application is in line with the application mentioned in the notice of examination. Otherwise, the application may be rejected.
- (c) Completed application should be sent by registered post to the address "Director General National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07" On or before 24/11/2023. It should be clearly written at the top left corner of the envelope containing the application "Open Competitive Examination for Recruitment to the post of Supervisory Management Assistant Technical Service Category ..... Training Grade of the Department of National Archives 2023." No applications will be accepted after the closing date of **24/11/2023**.
- (d) Applicant must be have attested the signature of the applicant by A state College Principle, a Justice of Peace, a Commissioner of Oaths, a lawyer, a Notary Public, an Officer authorized by the Armed Forces, a Gazetted Officer in the Police Service or a Staff Member holding a Permanent State Post.
- (e) Incomplete applications will be rejected. No complaints regarding loss or delay of application will be considered in the mail. The applicant shall bear the damages incurred by delaying the application till the last date.
- (f) You will not be notified that the application has been received. Examination Admission will be issued by the Commissioner General of Examination to the candidates who have paid the prescribed examination fees on or before the last date of receipt of the applications mentioned in the examination and submitted the completed applications along with the relevant receipt on the presumption that only those who have the qualifications mentioned in the examination notice have applied. The Department of Examinations of Sri Lanka will publish an announcement in the newspapers and on the official website of the Department stating the same as soon as the examination admission forms are issued. If there is a candidate who has not obtained the admission card even after 02 or 03 date from the date of publication of the notice, he should inquire about it from the International Examination Organizing Branch of the Department Examinations of Sri Lanka as mentioned in the advertisement. In doing so, the applicant should state the name of the examination to which he/she has applied, the full name of the applicant, the National Identity Card number and the address. If the applicant is resident outside Colombo, it would be more effective to send a request letter to the fax Number mentioned in the notice stating the applicant's fax number so that a copy of the admission can be obtained by fax with the details. In doing so, it will be useful to have a copy of the application, copy of the receipt of payment of examination fees and the registered post article at the time of mailing the application to confirm any information requested by the Department of Examinations.

**10. Entering the exam :**

- (a) Admission cards will be issued by the Commissioner General of Examinations to the candidates who have submitted the complete application in all respects. A candidate who does not present his/her admission card will not be allowed to sit for the examination.
- (b) Candidate should sit for the examination at the examination hall allotted to them. Each candidate should certify the signature of the relevant admission card for the examination hall and hand it over to the Head of the examination hall on the first day of his sitting in that hall.

*Note :* Issuance of an Examination Admission Card to a Candidate is not considered as recognition that he or she has qualified for the examination.

- (c) Candidates should confirm their identity to the satisfaction of the Head of the Hall for each subject they are sitting for the examination hall. Any of the following documents will be accepted for this purpose.

- I. National Identity Card
- II. Valid passport
- III. Valid Sri Lankan Driving License

Candidates should also enter the examination hall without covering their face and both ears so that they can verify their identity. Candidates who refuse to prove their identities will not be admitted to enter the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the candidates should not cover the face and both ears so that the candidate can be identified by examination authorities.

**11. Penalties for providing false information :**

If a candidate is found to be ineligible, his/her candidature may be cancelled at any time before, during or after the examination. A candidate is subject to dismissal if he/she is found to have deliberately made a false point, or if he/she deliberately suppressed an important point. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and issuance of results.

**12. Other matters :**

Matters not considered in these regulations will be decided by the Director General National Archives.

- 13.** If there is any inappropriateness or inconsistency between the language text of this announcement published in the Sinhala, Tamil and English mediums, in such a case the Sinhala medium announcement will be acted upon.

As per the order of the Public Service Commission,

Director General National Archives,  
Department of National Archives,  
No. 07,  
Philip Gunewardena Mawatha,  
Colombo 07,  
At the Department of National Archives.