

DEPARTMENT OF NATIONAL ARCHIVES

My Number :- DNA2/MA7/3/15.

Limited Competitive Examination for the Recruitment to the post of Supervisory Management Assistant Technical Services Category Archival Conservator Training Grade, Audio Visual Records Conservator Training Grade and Archival Reprographer Training Grade of the Department of National Archives – 2023 (2024)

APPLICATIONS are invited for the open competitive examination from qualified employees in the Department to recruit to the post of Archival Conservator Training Grade, Audio Visual Records Conservator Training Grade and Archival Reprographer Training Grade of Supervisory Management Assistant Technical Services Category in the Department of National Archives.

| | | |
|-----------------------|----------------------------------|----|
| Number of Vacancies - | Archival Conservator | 14 |
| | Audio Visual Records Conservator | 04 |
| | Archival Reprographer | 03 |

30% from the vacancies are recruited under the limited stream.

01. The recruitment is done by this examination for the post of Archival Conservator Training Grade, Audio Visual Records Conservator Training Grade and Archival Reprographer Training Grade of Supervisory Management Assistant Technical Services Category of the Department of National Archives. The closing date for calling applications is **30.08.2024**. This examination will be held in November 2024.

02. Functions Assigned to the Post:

| Position No. | Approved designation names | Functions |
|--------------|----------------------------------|--|
| 01 | Archival Conservator | Preservation and restoration of archives, maps, pictures kept in the Department of National Archives, compliance with scientific guidelines and standards for targets given for conservation work, training on book binding, where required Government / Private Institutions and Participating in archival conservation activities for individuals, performing practical training related to the preservation of government documents, participating in archival activities in religious placers, conducting practical training on the restoration of documents in distress, Should perform Other functions related to the post assigned by the Superintendent of Archives, Chief Conservation Officer (Archives) Deputy Director / Assistant Director of Archives (Technology), Director of National Archives (Technology, Audio Visual and Electronic Records) and Director General of National Archives. |
| 02 | Audio-visual Records Conservator | Maintaining and preserving audio-visual records stored in the Department of National Archives and making them available to listeners, providing copies of those documents to computer or audio-visual users, administering audio-visual equipment, maintaining and repairing provide assistance by performing technical works to use audio visual equipment at the functions held in auditorium, Should perform Other functions related to the post assigned by the Chief Conservation Officer (Audio Visual), Deputy Director / Assistant Director of National Archives (Film and Audio Visual), Director of National Archives (Technology, Audio Visual and Electronic Archives) and Director General of National Archives. |

| Position No. | Approved designation names | Functions |
|--------------|----------------------------|--|
| 03 | Archival Reprographer | Reprography of documents in the archives and newspapers of the Department of National Archives to replace in another medium, Quality inspection of micro-filming photographs, Performing photographic activities of the department and copying documents required for public requests, Perform other duties related to the post assigned by the Director General of National Archives, Director National Archives(Technical, Audio Visual and e. documents),Dep./Asst. Director (Technical) and Chief Archival Reprography Officer. |

03. Terms of service :

- (a) A selected candidate will be appointed to the post of Archival Conservator/Audio Visual Records Conservator/ Archival Reprographer after the successful completion of training period under the general conditions of governing appointments in the Public Service 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 the service minute of Sri Lanka Technological Service, the provisions of the Establishments 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 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 Government from time to time.
- (c) Candidates who are admitted to this training grade will be recruited to Archival Conservator Grade III/ Audio-Visual Records Conservator Grade III/ Archival Reprographer 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 subjected to a three-year probation period. Supervisory Management Assistant Technical Services Category Archival Conservator Grade III/ Audio Visual Records Conservator Grade III/ Archival Reprographer shall pass the Departmental Examination in addition to the first Efficiency Bar Examination as specified in the Scheme of Recruitment within 03 years of recruitment to the 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 :

Archival Conservator Grade III/ Audio Visual Records Conservator Grade III and Archival Reprographer Grade III of Supervisory Management Assistant Technical Services Category of Department of National Archives should continue to hold the same salary scale and an annual allowance equal to the starting salary increment of the recruitment grade of the Sri Lanka Technological Service will be paid in addition to the salary until passing the examination. Next higher salary step of the same salary scale in the second year and the allowance will continue to be paid. After satisfactory completion of the training and passing the examination, the salaries will be converted in accordance with the provisions of the Establishments Code as amended by the Public Administration Circular No. 07/2000 dated 02.03.2000.

05. Eligibility for Recruitment :

| Position | (a) Educational Qualifications | (b) Professional Qualifications | (c) Experience |
|---|--|---------------------------------|--|
| Archival Conservator (Training Grade) | Passing the GCE (O / L) Examination in six (06) subjects including Sinhala / Tamil / English Language, Mathematics and Science not more than two sittings. | Not applicable | Should have at least 10 years of active and satisfactory service experience in the relevant field in a permanent, departmental post in the primary or higher category. |
| Audio Visual Records Conservator (Training Grade) | | | |
| Archival Reprographer (Training Grade) | | | |

(d) 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.

(e) Other:

- I. The appointment must be confirmed.
- II. Should have completed a satisfactory period of 05 years from a permanent, departmental post in the public service prior to the due date and should have been certified by the Head of the Department.
- III. It is accepted that the officer has fulfilled all the qualifications required to appear for the written test for recruitment.

(f) Age : Not applicable.

06. Method of recruitment:

Recruitment will be based on the results of a written competitive examination and a general interview. Candidates who have passed the written examination will be selected on the basis of their merit in order of the number of candidates who will be selected for the general interview.

(a) Written exam

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

| Subjects | Time | Total score | Minimum marks required to pass |
|--|------|-------------|--------------------------------|
| 01. Intelligence | 01h | 100 | 40 |
| 02. Subject related technical examination (Subject related examination relevant to each post.) | 02 h | 100 | 40 |

Candidates should appear 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 of the examination by post by the Commissioner General of Examinations or by the website 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. A question paper consisting of Multiple Choice Questions. |
| 02. Technology - A technical and objective examination relevant to each post | This is intended to measure the technical knowledge relevant to the positions. A question paper consisting of Multiple Choice and Structured Questions. |

08. Examination Fees :

Examination Fee is Rs. 600. Further, the examination fee should be paid in cash to any Post / Sub Post Office / District / Divisional Secretariat in the island under the Revenue Heads of the Commissioner General of Examinations 20-03-02-13 and obtained in the name of the applicant by one of its edges. The application should be pasted so that it does not come loose in the proper place. 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 have 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 in the form of a template attached to this notice, prepared on 8 ½"x 12" (A4) paper and completed by the candidate himself 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 the headlines of the application number 01 to 08 are included on the first page.(b) Applications that do not comply with the specimen application and applications that are incompletely informed will be rejected without notice. (It may be helpful to have a photocopy of the application.) The applicant should inquire whether the completed application is comply with the application mentioned in the notice of examination. Otherwise, the application may be rejected.
- (c) Completed application form for the examination should be sent to the address "Director General National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07." through registered post on or before **30.08.2024**.

On the upper left corner of the envelope containing the application "Limited Competition Examination for Recruitment for the Training Grade - – 2023(2024) Should be clearly written. No applications received after 30.08.2024 will be accepted.

- (d) Applications should be submitted through Head of the institution of the candidate.
- (e) Incomplete applications will be rejected. No complaints regarding loss or delay of application in the post will be considered. The applicant has to bear the loss due to delay in the application till the last date.
- (f) The receipt of application will not be notified. Examination Admission Card will be issued by the Commissioner General of Examinations to the candidates who have paid the prescribed examination fees on or before the last date of receipt of the applications mentioned in the notification 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. As soon as the examination admit cards are issued, an announcement stating the same will be published by the Sri Lanka Examination Department in the newspapers and on the

department's official website. If a candidate has not received the admission card even after 02 or 03 days have passed since the publication of the announcement, he should inquire about it from the Institutional Examination Organization Branch of the Sri Lanka Examination Department as mentioned in the advertisement.

In doing so, the applicant must correctly 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 a resident outside Colombo, it would be more effective to send a request letter with the applicant's fax number to the fax number mentioned in the advertisement so that a copy of the admission card can be faxed expeditiously with that information. So that a copy of the admit card can be obtained quickly by fax along 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 receipt registered at the time of posting 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) Candidates should appear for the examination at the examination hall allotted to them. Each candidate should certify his / her signature on the relevant examination hall and hand it over to the Head of the examination hall on the first day of his / her appearance 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 appear in 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 faces and two ears so as to verify their identities. Candidates who refuse to prove their identities will not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving, the candidate must remain uncovered so that the examination authorities can identify the candidate.

11. Penalties for providing false information :

If a candidate is found to be ineligible, his / her candidature will be cancel before, during or after the examination or at any time. If a candidate is found to have knowingly submitted any information that is false, or if he/she has intentionally suppressed any important information, he/she is liable to be dismissed from government service. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the issuance of results.

12. Other facts

Matters not considered in these regulations will be dealt with as the Director General National Archives decides.

13. If there is any mismatch or inconsistency between the language texts of this announcement published in Sinhala, Tamil and English, then the Sinhala press release will be acted upon.

As per the order of the Public Service Commission,

Director General National Archives,
Department of National Archives.

Department of National Archives,
No. 07,
Philip Gunawardena Mawatha,
Colombo 07,
02nd August, 2024.