

Department of National Archives

My number :- DNA2/MA7/3/15

**LIMITED RECRUITMENT COMPETITIVE EXAMINATION FOR THE
SUPERVISING MANAGEMENT ASSISTANT TECHNICAL SERVICES CATEGORY
IN THE DEPARTMENT OF NATIONAL ARCHIVES FOR THE GRADE OF
ARCHIVAL CONSERVATOR TRAINING GRADE, AUDIO VISUAL RECORDS CONSERVATOR
TRAINING GRADE, FILM CONSERVATOR TRAINING GRADE AND
ARCHIVAL REPROGRAPHER TRAINING GRADE –2022 (2021)**

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

Number of Vacancies -	Archival Conservator	22
	Audio Visual Records Conservator	07
	Film Conservator	04
	Archival Reprographer	06

30% of these vacancies will be filled under limited stream.

01. The recruitment for this examination is done by the Supervising Management Assistant Technical Services Category of the Department of National Archives for the Archival Conservator Training Grade, Audio Visual Records Conservator Training Grade, Film Conservator Training Grade and Archival Reprographer Training Grade. The last date for calling applications is **12.09.2022**. The exam will be held in **November 2022**.

02. Functions Assigned to the Post :

<i>Position No.</i>	<i>Approved designation names</i>	<i>Functions</i>
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 places, 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 .
03	Film Conservators	Maintaining and preserving films deposited in the Department of National Archives and making them available to viewers, providing copies of those films to the users, administering film equipment maintenance and repair, performing technical work required for the use of film equipment required for auditorium functions. Other functions related to the post assigned by the Chief Conservation Officer (Film), Deputy Director / Assistant Director of National Archives (Film and Audio Visual), Director of National Archives (Technology, Audio Visual and Electronic Documents) and the Director General of National Archives
04	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) Establishments Code and the Amendments made or thereafter to the Service Minute and the Procedure and the Service Minute of the Sri Lanka Technological Service, to the General Conditions governing appointments in the Public Service and to the terms and conditions imposed in the Procedure approved by the Public Service Commission on 05.06.2018 Candidates who are selected subject to the provisions of the Financial Regulations will be appointed to the post of Archival Conservator, Audio Visual Records Conservator, Film Conservator and Archival Reprographer after successful completion of the training period.
- (b) This post is permanent. With pension. Although this position is stated to be pensionable, future recruits will be subject 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 after successfully completing the two year training period and submitting the certificate of passing the examination conducted by the relevant institutions to Grade III of the Archives / Audio-Visual Document Conservator Grade III / Grade of the Film Archive / Grade III / Archive replicas are recruited to Grade III. The appointment is subject to a three-year probation period. Supervising Management Assistant Technical Services Category Archival Conservator Grade III, Audio Visual Records Conservator Grade III, Film Conservator Grade III and Archival Reprographer 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 the Grade III .
- (d) The Director General of 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 :

Department of National Archives Supervising Management Assistant Technical Services Category Archival Conservator Grade III, Audio Visual Records Conservator Grade III, Film Conservator Grade III and Archival Reprographer Grade III .The Department is still retaining the salary scale they were entitled to at the end of the training course Until passing the examination, 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. An officer who spends the training period satisfactorily will be placed in the second year at the same salary scale as he was earlier, 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 10years 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)			
Film 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 on the basis of 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.

<i>Subjects</i>	<i>Time</i>	<i>Total score</i>	<i>Minimum marks required to pass</i>
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:

<i>Name of the question paper</i>	<i>Syllabus</i>
01. Intelligence test	It is intended to measure the candidate's general intelligence, reasoning ability, expression, numerical ability and comprehension ability.
02. Technology - A technical and objective examination relevant to each post	This is intended to measure the technical knowledge relevant to the positions.

08. Examination Fees :

Fees 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. How to apply :

- (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 "x12" (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 received under registered cover on or before **12.09.2022** "Director General of National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07." Should be sent to.

"Limited Competition Examination for Recruitment for the Training Grade - - 2022 (2021)" in the upper left corner of the envelope containing the application Should be clearly written. 2022.09.12. No applications received after 12.09.2022 will be accepted.

- (d) Applicant must have the signature of the applicant on a Government College, a Justice of Peace, a Commissioner of Oaths, a lawyer, a notary public, an authorized officer of the Armed Forces, an officer holding a *Gazetted* post in the Police Service or a staff member holding a permanent post in the Government.
- (e) Incomplete applications will be rejected. No complaints regarding loss or delay of application will be considered in the mail.The applicant has to bear the loss due to delay in the application till the last date.
- (f) The application receive 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. has.The Department of Examinations of Sri Lanka will publish an announcement in the newspapers and on the official website of the Department stating that as soon as the examination admission forms are issued. If there is a candidate who has not obtained the ticket even after 02 or 03 days from the date of publication of the notice, as mentioned in the advertisement, he should inquire about it from the Institutional Examination Organizing Branch of the Department of Examinations, Sri Lanka.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 a resident outside Colombo, it would be more effective to send a request letter