

**LIMITED COMPETITIVE EXAMINATION
FOR RECRUITMENT TO GRADE II OF
CLASS 2 OF SRI LANKA INFORMATION AND
COMMUNICATION TECHNOLOGY
SERVICE - 2018**

APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the limited competitive examination for recruitment to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service, which will be held by the Commissioner General of Examinations in Colombo in the month of August 2018.

2.0 Officers who satisfy the prescribed qualifications shall be selected on merit for appointment to the posts

in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service on the results of a written examination to be conducted by the Commissioner General of Examination. This examination shall be held only in Colombo.

3.0 Number of vacancies expected to be filled is 44. Effective date of appointments shall be determined by the appointing authority. Further, the appointing authority reserves the right to refrain from filling any or all of the vacancies.

4.0 *Salary*.- In terms of Public Administration Circular No. 03/2016 (MN-06-2016) dated 25.02.2016, monthly salary scale entitled to Grade 2-II and 2-I of Sri Lanka Information and Communication Technology Service is Rs. 36,585-10x660 - 11x755 -15x930 - Rs. 65,440.

Note.- You shall be entitled to the said salary from 01.01.2020. Until such time salary shall be paid in terms of the provisions of Schedule II of the above circular.

5.0 This post is permanent and pensionable.

6.0 **Qualifications.-** Following qualifications should have been satisfied to be appointed to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service :

- (a) Shall be a citizen of Sri Lanka,
(b) Shall have an excellent character,
(c) **Physical Fitness.-** All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post,

(d) **Experience :**

- (i) Shall be an officer in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service and shall have completed an active and satisfactory service period in the immediately preceding five (05) years ;

or

- (i) Shall be an officer in Grade II of Class 3 with an active and satisfactory service period in the immediately preceding five (05) years ;

and

- (ii) Shall have satisfied the educational qualifications mentioned in 6.1 of this notification.

(e) In addition to the above qualifications, the officer shall have been confirmed in service as at the closing date of applications.

6.1 **Educational Qualifications :**

01. Shall have obtained a degree in Computer Science/Information Technology from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

or

02. (i) Shall have obtained a degree with Computer Science/Information Technology as a major subject from a University recognized by the University Grants Commission or a Degree Awarding

Institution recognized by the University Grant Commission (at least 1/3 of the degree should be comprised of Computer Science/Information Technology) ;

and

- (ii) Shall have obtained a post graduate diploma in Computer Science/Information Technology from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

or

03. (i) Shall have obtained a degree from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

and

- (ii) Shall have obtained a post graduate degree in Computer Science/Information Technology from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

or

04. Shall have obtained the certificate of NVQ which is equivalent to level seven (7) or above NVQ certificate on Information Technology recognized by the Tertiary and Vocational Education Commission.

Note : (1) It is compulsory for every applicant to have satisfied all the relevant qualifications on or before the closing date of applications.

7.0 **Scheme of the examination and syllabus.-** The examination will consist of two papers. This examination will be held in Sinhala, Tamil and English medium. Candidates will not be allowed to change the language medium applied once it is selected.

Question Paper	Duration	Total Marks	Pass Marks
1. Aptitude	1 hour	100	40
2. Case Study on Information and Communication Technology	2 hours	100	40

1. *Aptitude test* :

This paper shall consist of questions to test the candidate's ability on statistics and critical reasoning. The question paper shall consist of fifty (50) questions of multiple choice and short answers and all the questions should be answered.

2. *Case Study on Information and Communication Technology* :

It is expected to measure the creative thinking and the ability for solving problems of the candidates giving a case/cases combining one or several problems in relation to Information and Communication Technology field of the public service in association with the practice of Public Service relevant to Establishments Code, Procedural Rules of Public Service Commission and Financial Regulations. This paper will consist of structured and essay type questions. All the questions should be answered.

Note.- This question paper has been designed to measure competency and skills of the candidate for the duties of the service. Even though this is a competitive examination, a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks shall be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall be made strictly on the order of the marks scored in order to fill the number of vacancies allocated for the competitive examination.

8.0 *Penalty for furnishing false information.*– The candidates should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false he/she is liable to dismissal at any time from the public service.

9.0 *Examination Fees.*– Examination fee is Rs. 500. This fee should be paid in cash to any post/sub post office to be credited to the Revenue Head 2003-02-13 of the Commissioner General of Examination on or before the closing date of applications. The receipt obtained thus should be pasted in relevant cage of the application form so as not to be detached. (A photo copy of the receipt should be kept for further reference). Under no circumstance the

examination fee shall be refunded and money orders and stamps are not accepted.

10.0 (i) *Applications.*– Applications should be prepared in the following manner using papers of size A4 (21x29cm).

- (a) Paragraphs from No. 1 to 3 should appear on the first side of the page.
- (b) Paragraphs from No. 4 onwards should appear on the other pages and the application should be filled in the language medium in which the candidate appears for the examination.
- (c) The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

Applications which are incomplete and not prepared in accordance with the specimen form shall be rejected without any notice. Applications of those who haven't paid examination fee on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incomplete applications. It would be advisable to keep a photocopy of the completed application form and it is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice. Otherwise, the application could be rejected.

11.0 On the assumption that only those who possess the qualifications mentioned in the *Gazette* notification have sent applications. the Commissioner General of Examinations shall issue admission cards to all candidates who have paid the relevant fees, whose complete applications have been received on or before the closing date. Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied all the qualifications required for this post. If it is found at the interview that the applicant does not possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.

11.1 The result sheet issued on the merit determined on the aggregate marks of the candidates who have become eligible as per Para. 7.0 and Note of this notification shall be sent to the Director General of Combined Services, Ministry of Public Administration and Management. Results shall be issued personally to all the candidates who have sat for the examination or published in the website of the Department of Examinations www.results.exams.gov.lk.

12. The words "Limited Competitive Examination for recruitment to the Posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service - 2018" should be written on the top left-hand corner of the envelope in which the application is enclosed.

13. Post and service station of the applicants at the time of applying for the examination shall be applicable for every matter related to the examination and no consideration shall be paid for any change that occurs after sending the applications.

14. Applications duly perfected should be sent by registered post to reach the following address on or before **11th of June 2018** :

Commissioner General of Examinations,
Organization and Foreign Examinations Branch,
Department of Examinations, Sri Lanka,
P. O. Box 1503,
Colombo.

15. *Sitting the Examination.*- A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of examinations in the manner specified in the advertisement. Name of the examination, full name of the applicant, address and national identity card number should be mentioned accurately when making such inquiry. In case of applicants outside Colombo, it would be advisable to send a letter of request furnishing a fax number to which the admission card should be sent, to the fax number mentioned in the notification and further to keep the following in hand at the time of calling the Department of Examinations : *i. e.* Copy of the application form and the receipt kept at your possession relevant to payment of examination fee, receipt of registration.

16. Candidates should furnish one of the following documents to the Supervisor of the examination hall to prove their identity :

- (i) National Identity Card issued by the Department for Registration of Persons,
- (ii) A valid Passport.

17. Heads of Departments should grant duty leave for the officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to sit for the examination. No travel expenses shall be paid.

18. Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications required for sitting the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examination for violation of these rules and regulations.

19. Any matter not referred to herein shall be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this *Gazette*.

20. In case of any inconsistency among Sinhala, Tamil and English texts of this notification, the Sinhala notification shall prevail.

K. V. P. M. J. Gamage,
Director General of Combined Services,
Ministry of Public Administration and
Management.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
27th of April, 2018.

Specimen Application Form

LIMITED COMPETITIVE EXAMINATION FOR
RECRUITMENT TO GRADE II OF CLASS 2 OF SRI
LANKA INFORMATION AND COMMUNICATION
TECHNOLOGY SERVICE - 2018

Medium of Examination :

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

(For office use only)

1.0 1.1 Name, with initials at the end : _____.

(In English block capitals)

Example : GUNAWARDHANA, M. G. B. S. K.

1.2 Name in full (In English block capitals) : _____.

1.3 Name in full (In Sinhala/Tamil) : _____.

2.0 Service Station and Address :

- 2.1 Name and address of the office/department/institution : (In English block capitals) :_____.
- 2.2 Name and address of the office/department/institution :_____.
(In Sinhala/Tamil)
- 2.3 Address to which admission card should be sent :_____.
(In English block capitals)

- 3.0 3.1 Gender : Male - 0
Female - 1
(Indicate the relevant number in the cage)

- 3.2 Date of Birth :
Year Month Date

- 3.3 National Identity Card No. :

- 3.4 Telephone Number :

4.0 Particulars of Service :

- 4.1 Name of the institution where you are serving at present :_____.
- 4.2 Ministry or Department to which the institution belongs :_____.
- 4.3 Designation of the present post :_____.
- 4.4 Date of appointment to the present post :_____.
- 4.5 Whether the present post is permanent or temporary :_____.
- 4.6 Whether you have been confirmed in the present post :_____.
- 4.7 Reference number and date of the letter issued confirming you in the present post :_____.
- 4.8 (a) Salary drawn by you at present :_____.
- (b) Salary scale (Salary code as per the Public Administration Circular No. 06/2006(IV) dated 24.08.2007) :_____.
- 4.9 If you are an officer absorbed into the Combined Service, mention the date of absorption :_____.
- 4.10 Whether the present post is pensionable :_____.
- 4.11 Period of service in the present post, as at the closing date of applications :_____.

- 5.0 Details of the receipt of payment of examination fee :
 - (i) Post/sub post office to which the examination fee was paid :_____.
 - (ii) Number and date of the receipt :_____.

(iii) Amount paid :_____.

Affix the receipt here so as not to be detached.
(It is advisable to keep a copy of the receipt)

I declare that information given by me in this form is accurate. I am aware that if any information furnished herein is found to be false or inaccurate I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment. Further, I agree to be bound by the rules and regulations imposed by the Commissioner General of examinations on conducting the examination and the decisions made on issuance of results.

_____,
Signature of the applicant.
(Signature should be placed in the presence of Head of the Department)

Date :_____.

Note.- The applicant should place his/her signature in the presence of the respective Head of the Department or an officer authorized for the purpose.

Attestation of the applicant's signature :

I hereby certify that Mr./Mrs./Miss who is serving in my office and is known to me personally, placed his/her signature in my presence on

_____,
Signature and the official stamp of the Officer attesting the signature.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

Certification of the Head of the Department,

I hereby certify that,

- 1. The applicant, Mr./Mrs./Miss is serving in this department,
- 2. He/she is holding a permanent post in the Combined Service which belongs to the Public Service,
- 3. He/she has been confirmed in a permanent post as at

4. A letter has been issued confirming him/her in a permanent post,
5. He/she has completed an active service period of 05 years immediately preceding to the closing date of application (as prescribed by 6(d) of the notification),
6. He/she has completed a satisfactory service period of at least 05 years as at (as prescribed by 6(d) of the notification),
7. He/she has earned the salary increments as at the due date within the immediately preceding five years, to the closing date of application,
8. He/she is remaining in the due class and grade relevant to the post which is relevant for applying for this examination,
9. He/she will be released from his/her present post, if selected for the position on the results of this examination,
10. He/she has paid Rs. 500 as the examination fee and has affixed the receipt in the application form,
11. Particulars given in his/her application have been verified by way of comparing them with the documents available in this department and that he/she is eligible to sit for this examination as per the regulations stipulated in the notification on this examination.

_____,
Signature and official stamp of the
Head of the Department.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

Note :

1. This certification should strictly be signed by the Head of the Department or a staff officer duly authorized for the purpose. The officer who makes the certification should be satisfied himself that the particulars included in the certification are accurate each and every way.
2. If there are applicants who have not satisfied all the requirements for eligibility, the applications of such applicants should not be referred to the Commissioner General of Examinations.