

Public Administration Circular No: 05/2012 (II)

My Number: CS/ICTS/01/Abs.Exam

Ministry of Public Administration and Management,

Independence Square,

Colombo 07

11.09.2017

All Secretaries of Ministries,

Heads of the Departments,

District Secretaries,

Divisional Secretaries,

Eligibility Test for Exemption from the Requirement of satisfying the Professional Qualifications for Absorption into Grade III, Class 3 of Sri Lanka Information and Communication Technology Service - 2017

Approval has been granted by the Public Service Commission to conduct an eligibility test for exemption from the requirement of satisfying the professional qualifications for absorption into Grade III, Class 3 of Sri Lanka Information and Communication Technology Service as per the terms and conditions imposed by the Minute of Sri Lanka Information and Communication Technology Service dated 23rd of December 2014 published in the Gazette Extra Ordinary of the Democratic Socialist Republic of Sri Lanka No. 1894/26 dated 26th of December 2014 and Public Administration Circular No. 04/2011 dated 15.02.2011.

02. Accordingly, the eligibility test (written test) conducted for the candidates, who have been unable to sit or have failed the eligibility tests held on 20.05.2012 and 24.08.2013 due to any reason and the officers who have applied for absorption as per Public Administration Circular No. 04/2011 (iii), shall be held on 14th of October 2017 in Colombo. The Director General of Combined Services reserves the power to postpone or cancel this test.

03. Qualifications: The officers mentioned below who hold the posts to which the salary scales of MN-1-2006-A, MN-2-2006A and MT-1-2006A are entitled as per Public Administration Circular No. 06/2006 out of the officers who have been formally recruited to the posts precisely relevant to the subject of Computer, Information and Communication Technology.

- i. Officers who have exercised the option to be absorbed into the Sri Lanka Information and Communication Technology Service and not been absorbed so far due to not satisfying the professional qualifications as per 5.1 (ii) (a) and (b) of Public Administration Circular No. 4/2011.

ii. Officers who are holding permanent posts relevant to the field of Information Technology in public service from 01.07.2009 to 15.02.2011 as per Public Administration Circular No. 04/2011 (iii) and applied to be absorbed into Grade III, Class 3 of Sri Lanka Information and Communication Technology Service.

04. The concessionary period for satisfying the professional qualifications for absorption into Sri Lanka Information and Communication Technology Service is extended up to 14th of October 2017. Further, this examination is held strictly for satisfying the professional qualification of the officers.

05. This examination shall be held by the Director General of Sri Lanka Institute of Development Administration and the candidates shall be bound by the rules and regulations imposed by him with regard to the same. They shall be liable to be subjected to a punishment imposed by the disciplinary authority for breach of these rules.

06. The applications shall be in accordance with the specimen application attached to the circular. The candidates should prepare the application in accordance with the specimen application and the applications properly perfected should be sent by the candidates through the respective Secretary of the Ministry/ Head of the Department on or before 21st of September 2017 by registered post to reach **“The Director General of Combined Services, Ministry of Public Administration and Management, Independence Square, Colombo 07”**. The top left corner of the envelope containing the application should clearly bear the words “Eligibility Test for satisfying the Professional Qualifications for Absorption into Sri Lanka Information and Communication Technology Service”. The applications received after the closing date of applications shall be rejected. Complaints on applications getting lost or delayed in the post and the applications sent to addresses other than the address mentioned in this notification shall not be considered.

07. Applications should be prepared in a paper of “A4” in size using both sides of the paper and No. 1.0 to 3.0 should appear on the first page and the remaining numbers should appear on the other page. Even though, the application may be computerized it should be correctly filled by the applicant himself/ herself in his/ her own hand writing and photo copies of the application should not be sent.

7.1 Applications which do not comply with the specimen application and contain incomplete particulars shall be rejected without notice.

7.2 This examination shall be held in Sinhala, Tamil and English media. Candidates shall sit for the examination in the language medium in which they have joined the service or other official language or English language. Candidates shall not be allowed to change the language medium for which they have applied, subsequently.

7.3 The title of the examination indicated in the application should be in English Language as well, on both Sinhala and Tamil application forms. Further, the applicants should ensure that the perfected application form complies with the specimen given in this circular and it is advisable to keep a photocopy of the application.

7.4 It is the responsibility of the Head of the Department/ Secretary of the Ministry to place the day stamp of the office on the day of receiving the application perfected by the officer,

perfect the section of the certificate of the Head of the Department and certify the same and send the applications before the closing date of applications along with the date of certificate.

08. Admission cards shall be issued to all the candidates whose applications for the written test are accepted by the Director General, Sri Lanka Institute of Development Administration. The issuance of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit for the examination. Candidates who appear for the examination should submit the admission cards on which the signature has been attested to the supervisor. The candidates who do not submit the admission cards shall not be permitted to sit for the examination. Candidates should sit for the examination at the examination hall assigned to them.

09. If the admission card is not received one week before the date of examination, steps should be taken to obtain the admission card by sending a letter of request indicating a fax number to send the admission card, in case of candidates outside Colombo along with a photo copy of the application to Sri Lanka Institute of Development Administration. Further, inquiries made later by the candidates who fail to submit the above documents shall not be considered.

10. Duty leave shall be granted to the officers, who receive the admission cards issued by the Director General of Sri Lanka Institute of Development Administration, by the Heads of the Institutions enabling them to sit for the examination. Travelling expenses shall not be paid.

11. Identity of the candidates – Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor. One of the following documents should be submitted for this purpose.

- National Identity Card issued by the Department of Registration of Persons
- A valid passport

The candidature of the applicants who fail to submit a document mentioned above shall be cancelled on the discretion of the Director General, Sri Lanka Institute of Development Administration.

12. Penalty for furnishing false information

- i. 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.
- ii. Further, if it is found that any false information has been furnished purposely by a candidate or any important particular has not been indicated purposely, he/she is liable to dismissal from the public service.

13. Examination procedure: The question paper and its syllabus are as follows;

Subject	Marks	Duration
Basic knowledge on computer technology	100	1 ½ hours

This paper shall consist of multiple choice questions and focused questions and the knowledge on computer literacy are measured under the following subject components.

- i. General knowledge on Information and Communication Technology
- ii. Knowledge on operating systems, Software and Hardware
- iii. Database design and application
- iv. Ability to use the internet and the electronic mail

Note: A candidate shall secure at least forty (40) marks to pass this test.

14. The decision of the Secretary, Public Administration and Management shall be the final on any matter regarding which provisions have not been made by this circular.

Sgd./ J.J. Rathnasiri
Secretary
Ministry of Public
Administration and
Management

4.0 4.1 Date of the first appointment to a post relevant to Class 3 of Sri Lanka Information and Communication Technology Service as indicated in this circular:

4.2 The post held as at the said date:

5.0 5.1 Post held at present:

5.2 Present service station and address:

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Declaration of the applicant

I solemnly declare that particulars furnished above are accurate and I am entitled to sit for the examination in the language medium indicated above. Further, I hereby agree to abide by the rules and regulations imposed by the Director, Sri Lanka Institute of Development Administration for the purpose of holding this examination.

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Signature of the Candidate

Date:

Certificate of the Head of the Department

I hereby certify that the particulars indicated in the application have been compared with the service records of Mr./Mrs./Miss., they are accurate, he/ she is serving in a post in Class 3 of Sri Lanka Information and Communication Technology Service and he/ she is eligible to sit for this examination.

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Date:

Signature of the Secretary of the Ministry/ Head of the

Department

Full name of the officer :

Designation:

(Designation should be confirmed by placing a rubber stamp)