

**Open Competitive Examination for Recruitment to Class 3 Grade III of
Information and Communication Technology Service - 2014**

- 1.0 Applications are hereby called from qualified citizens of Sri Lanka for the open competitive examination for recruitment to the post in Class 3 Grade III of Information and Communication Technology Service - 2012
- 2.0 Candidates who satisfy the prescribed qualifications will be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examination to the posts in Class 3 Grade III the Information and Communication Technology Service
- 3.0 Number of persons to be appointed is 640. Effective date of appointments will be determined by the Director General of Combined Services. Further, the Director General of Combined Services reserves the right to refrain from filling any or all of the vacancies.
- 4.0 Three percent (3%) of the existing number of vacancies will be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify will be selected for appointments. The minimum level of marks candidates should score to be selected for appointment is 50%. A candidate selected for an appointment will be referred to a Special Medical Board and, by a report obtained from a medical specialist; he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.
- 5.0 Salary :- Monthly salary scale entitled to grade 3- III, 3- II and 3-I of Information and Communication Technology Service is Rs. 14,425/-,10x145/-,11x170/-,6x240/-,14x320/-,Rs:23,665/= (MT-1-2006-A). The promotion to Grade II should be obtained to go beyond the monthly salary of Rs. 16,045/- and promotion to Grade I should be obtained to go beyond the monthly salary of Rs. 17,985/-
- 6.0 This post is permanent and pensionable
- 7.0 Qualifications :- Following qualifications are applicable for the recruitment to the posts in class 3 Grade III of Information and Communication Technology Service
 - (a) Should be a citizen of Sri Lanka.
 - (b) (i) Should be not less than 18 years and not more than 35 years of age on the closing date of applications.

(ii) Applicants serving in permanent posts in public service who have satisfied the qualifications should not have reached the age of 45 years.
 - (c) Should be of good character and sound physical health.
 - (d) Should be bound serve at any part of the island
 - (e) Educational qualifications.
 - (1) Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects with five (05) Credit passes including credit passes for Language, Mathematics and English Language at not more than two sittings.

and

- (2) Should have Passed 3 subjects at the G.C.E. (A/L) Examination
(General English is not considered as a subject)

Note :- Officers in Provincial Public Services are not allowed to Apply for this examination under the age limit mentioned in 7(B) ii.

- (f) Professional Qualifications
Should have followed at least a course on computer/ Information Technology at the level of National Vocational Qualification (NVQ) five (05) or above.

It is compulsory for every applicant to satisfy the relevant qualifications on or before the closing date of applications.

8.0 Scheme of the examination:-

8.1 The examination will consist of two papers. This examination will be held in Sinhala, Tamil or English medium. Candidates will not be allowed to change the language medium applied once it is selected.

8.2 Subjects and the marks allocated for each subject are mentioned below.

	Marks	Duration (Hour/s)
(i) ICT Writing Test	100	2
(ii) Aptitude	<u>100</u>	1
Total marks	<u><u>200</u></u>	

ICT Writing Test

This paper consists of questions which test general ICT knowledge of candidates. It could consist of multiple choice questions as well as questions for short answers. A candidate should answer for all the questions. The candidate will be tested in areas operating systems, software, hardware, word processing, spread sheets, data base management, internet and email.

Aptitude test :

This paper consists of 50 multiple choice questions to test statistical ability, logical reasoning and general intelligence of the candidate. A candidate should answer for all the questions.

Note :- These question papers will be designed to test the eligibility and ability of the candidate for the duties. Although this is a competitive examination, candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the examination. Appointments will strictly be made in the order of the marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.

8.3 The result sheet containing the name list of applicants, who have passed the examination and equivalent to the number of vacancies expected to be filled, will be issued to the Director General of Combined Services by the Commissioner General of Examination. In addition to the above, the Commissioner General of Examination will issue personally to all the applicants a result sheet containing marks for each subject, total marks and the merit.

9.0 Penalty for furnishing false information-

The candidate 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.

10.0 Examination Fees:-

Examination fee is Rs. 500/-. This fee can be paid to any Divisional or District Secretariat under the head 2003-02-13 of the Commissioner General of Examination. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. (A photo copy of the receipt should be kept for further reference). Under no circumstances the examination fee will be refunded and money orders and stamps are not accepted.

11.0 Applications :- Applications should be prepared in the following manner using papers of size A4 (21 X 29 cm)

- (a) Cages from 1 to 3 should appear on the first side of the page.
- (b) Cages from 4 onwards should appear on the other pages.
- (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 will 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.

Note: The town and number of the town in which the applicant wishes to sit the examination as per Schedule 01 shall be indicated as first and second choice on the order of preference Candidates are not allowed to change the town in which they apply to sit the examination. At the instances where the number of candidates apply for a certain town, is not sufficient to maintain an examination centre, they will be directed to the town which they have indicated as second preference. If there is not sufficient number of candidates even at the second centre, the candidates will be directed to an adjoining city. However the Commissioner General of Examination shall take action to conduct the examination only at Colombo if it is found that there is no sufficient number of applicants at all or most of examination centers.

11.1 All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications as indicated in the Gazette Notification have forwarded their applications. Issuance of an admission card to a candidate to sit the competitive examination does not mean to have accepted that he possesses all the qualifications for this post. If it was found at the interview that the applicant does not possess the required qualifications as per the Gazette Notification, his or her candidature will be cancelled

11.2 The words "Open Competitive Examination for Recruitment to the Posts in Class 3 Grade III of Sri Lanka Information and Communication Technology Service - 2014" should be written on the top left-hand corner of the envelope in which the application is enclosed

- 11.3 Candidates' signature in the application form should have been attested by a Principal of a Government School, a Justice of the Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in the Public Service whose annual Salary is Rs. 240,360 or above.
- 11.4 Applications duly perfected should be sent by registered post to reach the following address on or before 14th of July 2014.

Commissioner General of Examinations
Organization and Overseas Examinations Branch
Department of Examinations, Sri Lanka
Po. Box 1503
Colombo

- 12.0 Sitting the Examination- A notification will be published in newspapers 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. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: i.e. certified photocopies of the application form and the receipt kept at your possession, receipt of registration and, in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.
- 13.0 Candidates should furnish one of the following documents to the Supervisor of Examination in support of their identity.
- (i.) National Identity Card issued by the Department for Registration of Persons.
(ii.) A valid Passport.
- 14.0 The issuance of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examination for violation of these rules and regulations.
- 15.0 Any matter not referred to herein will be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this Gazette.
- 16.0 If any inconsistency or contradiction is observed among Sinhala, Tamil and English texts, action shall be taken considering the Sinhala text as the correct one.

K.V.P.M.J. Gamage
Director General of Combined Service
Ministry of Public Administration And
Home Affairs

29th of May 2014
Ministry of Public Administration and Home Affairs
Independence Square
Colombo 07

4.0 Educational Qualifications

4.1.0 Particulars of G.C.E. (O/L) Examination : (First sitting)

- I. Year and Month of the Examination :-
- II. Index Number:-
- III. Results:-

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10	

4.1.1 Particulars on G.C.E. (O/L) Examination : (Second sitting)

- I. Year and Month of the Examination :-
- II. Index Number:-
- III. Results:-

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10	

4.2 Particulars of G.C.E. (A/L) Examination

- I. Year and Month of the Examination :-
- II. Index Number:-.....
- III. Results:-

Subject	Grade
1.	
2.	
3.	
4.	

4.3 If a degree has been obtained from a recognized university,

- I University :
- II Degree :
- III Year of Examination :
- IV Main Subjects : 1.....
2.....
3.....
4.....

5.0 Professional Qualifications

5.1 Name of the Computer Course followed : -

.....

Institute from where the course was followed:-

.....

Year :-

Duration of the Course :-

5.2 Professional experience and other qualifications

.....
.....
.....
.....
.....

6.0 Have you ever been convicted from a court for any charge?

(Indicate ✓ in the cage) (If yes, give details) Yes No

7.0 Details of the receipt of payment of examination fee:

- I 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

8.0 Certification of the candidate.

(a) I declare that information given in this form is true to the best of my knowledge. I agree to bear any loss incurred by due to not completing some sections of the application and completing incorrectly. Further, I declare that all the sections of this application are perfected correctly and the receipt No. dated obtained at the payment of the examination fee is affixed herein and certified copies of the documents/ papers to prove the professional qualifications stated in the Examination Notification are attached herewith.

(b) I am aware that if the declaration made by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(c) Further, I agree to be bound by the rules and regulations imposed by Commissioner General of examinations on conducting the examination.

(d) I will not change any of the information furnished here.

.....
Signature of Applicant

Date:-

9.0 Attestation of the applicant's signature:

I hereby certify that Mr/Mrs/Miss.....who submits this application is known to me personally, he/she placed his/her signature in my presence on.....and further he/she has paid the due examination

fee and has affixed the receipt and a copy of the paper submitted by the applicant to prove that he/ she has satisfied the relevant professional qualifications is certified as a true copy and attached herewith.

Date:-.....

.....

(Signature of the Officer
attesting the Signature)

Name in full of the Officer Attesting the Signature:-.....

Designation:-.....

Address:-.....

(Official Stamp)

10.0 Certificate of the Head of the Department (Only For the applicants in Public Service)

I hereby certify that Mr./Mrs./Miss..... who is submitting this application is serving in permanent and pensionable this in this department and he/she is eligible to sit for this examination as per regulations stipulated in the this Gazette Notification, that he/she could be released from his/her present post, if selected for the position.

.....

Signature of Head of
Department/ Authorized Officer

Name:

Designation:

Date:

(Place official frank)

Schedule I
Towns in which Examination Centers are arranged

<u>Town</u>	<u>Number of the Town</u>
Colombo	01
Gampaha	02
Kalutara	03
Matale	04
Kandy	05
Nuwaraeliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Mulativu	12
Vavuniya	13
Trincomalee	14
Batticaloa	15
Ampara	16
Puttalam	17
Kurunegala	18
Anuradhapura	19
Polonnaruwa	20
Badulla	21
Moneragala	22
Kegalle	23
Rathnapura	24
Kilinochchi	25