

Public Service Commission

Ministry of Education, Higher Education Division

Notification of inviting applications for appointment to the post of Director (Information and Communication Technology) of Sri Lanka Information and Communication Technology Service

There is **01** vacancy in the post of **Director (Information and Communication Technology)** in the **Higher Education Division of the Ministry of Education** and applications are invited from qualified **Officers of Grade I - Class 1** of the Information and Communication Technology Service in order to fill this vacancy.

02. An application prepared in accordance with Annexure 02 of Public Administration Circular No. 28/2019 issued on 12.09.2019 as per the order of the Public Service Commission should be sent to the Higher Education Division of the Ministry of Education by registered post or by hand on or before 15.02.2024. **Application for the post of " Director (Information and Communication Technology) of Sri Lanka Information and Communication Technology Service"** should be mentioned in the top left corner of the envelope enclosing the application;

Address for which the applications are to be sent

Ministry of Education, Higher Education Division
No.18, Ward Place,
Colombo 07.

03. Qualified applicants will be appointed to the post of Director (Information and Communication Technology) by the Public Service Commission based on the skills presented in the interview conducted by an interview board approved by the Public Service Commission, in accordance with the Service Minute of the Information and Communication Technology Service of Sri Lanka which has been published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 2050/43 and dated 22.12.2017.

04. **The scoring procedure at the interview is given below.**

	Checking and Scoring Headings	Maximum Marks
01	<p><u>Service Experience - 60</u></p> <p>I. 05 marks will be given for one year of active and satisfactory service in the grade related to the post and 02 1/2 marks for a period of more than 06 months and less than one year. No points will be given for less than 06 months of service.</p> <p>II. 02 marks per year (for a maximum of 05 years) and 01 mark each for a period of more than 06 months will be given for prior experience relevant to the information and communication technology requirement of the Institute (as Deputy/ Assistant Director). No points will be given for less than 06 months of service.</p>	<p>50</p> <p>10</p>

02

Skills - 40

I. Educational Qualifications

15

In addition to the basic qualifications considered at the time of recruitment of the officers to the service, educational qualifications related to a classification of areas of expertise in the Sri Lanka Information and Communication Technology Service Minute or the post for which applications have been called only will be considered.

- a) Postgraduate Degree -15 Marks
- b) Postgraduate Diploma - 10 Marks

- Marks will be given only for the highest qualification obtained.

II. Professional Qualifications

10

- (a) I. For a Diploma Course with at least one year or more in connection with the field of Information and Communication Technology - 10 (Local/ Foreign)

- II. For courses of 06 months or more but less than one year in the same - 05

(b) Regardless of the time period, internationally recognized professional certifications completed in the field relating to the post determined by the Institute, will be recognized under 2(II)(a)(i) above.

- 1) BCS/ACS
- 2) Microsoft Certifications
- 3) Sun Certifications
- 4) Cisco Certifications
- 5) CISSP Certifications
- 6) etc...

III. Special Tasks / Contributions

Marks will be given for innovations, improvements and achievements, rewards and commendations made in the field of information and communication technology.

10

- (a) 02 Marks per each innovation, improvements, achievements or rewards for a maximum of 05 items - 10 Marks

e.g.

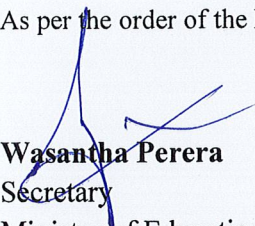
- 1) Software Designing / Development
- 2) Network Administration
- 3) System Administration
- 4) Data Base Administration
- 5) General ICT Tasks & etc.

(b) For 01 commendation certified by the Secretary/ Head of The Institution of the Ministry submitted in General 230b format, 01 mark per each will be given only for a maximum of 05 commendations i.e. a maximum of 05 marks only will be given and in addition to that an applicant can also get the remaining 05 marks given for the qualifications specified under III (a) above.

	<p>N.B.</p> <ul style="list-style-type: none">❖ The Head of Institute should have certified that the innovations and improvements were made by the applicant himself..❖ The applicant should submit formal certificates to confirm that the rewards and achievements have been received by the applicant himself. <p>IV. Skills presented at the interview</p> <p>a.) Leadership - 02 Marks b.) Communication Skills - 02 Marks c.) Professional Ethics - 01 Mark</p>	05
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As per the order of the Public Service Commission

Date 02.02.2024


Wasantha Perera
Secretary
Ministry of Education

Wasantha Perera
Secretary
Ministry of Education
No. 18, Ward Place,
Colombo 07

Address :- No. 18, Ward Place, Colombo 07
Phone Number:- 0112671355
Fax No. :- 0112674770
Email Address :- secretary@mohe.gov.lk

Higher Education Division of the Ministry of Education

Application form for appointment to the post of Director (Information and Communication Technology) of Sri Lanka Information and Communication Technology Service

1. Part (A) should be completed by the officer

1. Name in Full: Mr./Mrs./Miss.

2. Date of Birth:

3. National Identity Card Number

4. Service Period

Class / Grade	Service Period
Class 1 Grade I	
Class 1 Grade II	
Class 1 Grade III	

5. Present post held and subject area.....

6. Educational Qualifications

Details of Post Graduate Degrees / Post Graduate Diplomas obtained

Postgraduate Degrees / Post Graduate Diploma	Year	University	Subjects

2. Professional qualifications

3. Completed special tasks

Service performed and special task/ contributions/ Achievements	Description	Availability of the Certificate of the Head of the Department (Available/ Not Available)

I hereby declare that the above particulars furnished by me are true.

Date

.....

Signature of the Applicant,

Designation and Official Frank

Part (B) should be completed by the Head of the Institute.

- I. The officer has / has not completed an active and satisfactory service period of 03 years prior to the **date** of calling applications.
- II. The officer has/ has not earned increments within 03 years preceding the date of calling applications.
- III. The officer has / has not been subjected to any disciplinary penalty within 03 years preceding the date of calling applications.
- IV. Action is / is not being taken to initiate Disciplinary proceedings or disciplinary investigations are/ are not being taken against the officer.
- V. Leave particulars obtained during the preceding 03 years

Serial No.	Year	Paid Leave	Half-paid leave	No-pay leave

I kindly inform that the above particulars are correct as per the personal file of the officer and if the officer is selected for the post applied by this officer, he / she may be released without/with/ a successor / on the basis of replacing a successor later.

Signature of the Head of the Department / Institute,

Designation and Official Frank