

02	<p>Merit - 40</p> <p>I. <u>Educational Qualifications</u></p> <p>Educational qualifications relevant to the specialized field classification of the Sri Lanka Information and Communication Technology Service Minute or relevant to the post for which applications have been called will only be considered in addition to the basic qualifications considered at the time of recruitment to the service.</p> <p>(a) Postgraduate Degree - 15 marks (b) Postgraduate Diploma - 10 marks</p> <ul style="list-style-type: none"> • Marks will be awarded only for the highest qualification. <p>N.B. Action should be taken in accordance with Public Administration Circular No. 01/2025.</p>	15
	<p>II. <u>Professional Qualifications</u></p> <p>(a)</p> <ol style="list-style-type: none"> For a Diploma course relevant to the field of Information and Communication Technology (Local/Foreign) with a duration of at least one year or more – 10 Marks For courses in the same field with a duration of 06 months or more but less than one year – 05 Marks <p>(b) Internationally recognized Professional Certifications completed in the field relevant to the post as determined by the institution will be considered under category 2 (II) (a) (i) above, regardless of their duration.</p> <p>Example -</p> <ol style="list-style-type: none"> BCS/ACS Microsoft Certifications Sun Certifications Cisco Certifications CISSP Certifications 	10
	<p>III. <u>Special Tasks / Contributions</u></p> <p>Marks will be awarded under this section for innovations, enhancements, achievements, awards and commendations relevant to the field of Information and Communication Technology.</p> <p>A maximum of 10 marks can be secured for this section under both categories (a) and (b).</p>	10

	<p>(a) For Innovations, enhancements, achievements and awards: 02 marks will be awarded for each component, up to a maximum of 05 components - 10 Marks</p> <p>(b) 01 mark will be awarded for each commendation submitted through Form General 230b and certified by the Secretary of the Ministry/ Head of the Institution and maximum of 05 marks will be awarded for up to a maximum of 05 commendations only.</p> <p>For the qualifications mentioned under III (a) above</p> <p>Example:</p> <ol style="list-style-type: none"> 1. Software Designing / Development 2. Network Administration 3. System Administration 4. Database Administration 5. General ICT Task, etc. <p>N.B.</p> <ul style="list-style-type: none"> • Innovations and enhancements must be certified by the Head of the Institution as having been carried out by the applicants themselves. • Formal certificates must be produced to prove that awards and achievements were obtained by the applicant. 	
	<p><u>IV. Merit proved at the interview</u></p> <p>(a) Leadership - 02 Marks (b) Communication skills – 02 Marks (c) Professional etiquette – 01 Mark</p>	05

On the order of Public Service Commission

Sgd/ S. Alokabandara
Secretary

Date: 22.05.2026

Ministry of Public Administration, Provincial Councils and Local Government

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Ministry of Public Administration, Provincial Councils and Local Government
Public Administration Division
Application for Appointment to the Post of Director (Information and Communication Technology) of the Sri Lanka Information and Communication Technology Service

Part (a) - To be completed by the officer

1. Full name : -
2. Date of birth :-
3. National Identity Card Number :-
4. Period of service :-

Class/Grade	Period of service
Class 1 Grade I	
Class 1 Grade II	
Class 1 Grade III	

5. Present post and field -

6. Educational qualifications

- Details of Postgraduate Degrees / Postgraduate Diplomas obtained

Postgraduate Degrees / Postgraduate Diplomas	Year	University	Subjects

7. Professional qualifications -

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8. Special tasks completed

Services rendered and special tasks / contributions / achievements	Details	Certification by Head of Institution: Available / Not Available

I hereby declare that the particulars provided above is true and accurate.

Date

Signature of the Applicant
Designation and Official Stamp

Part (b) - To be completed by the Head of the Institution.

1. The officer has/ has not completed an active and satisfactory service period of 03 years immediately preceding the date of calling for applications.
2. The officer has/ has not earned all salary increments within the 03 years immediately preceding the date of calling for applications.
3. The officer has been/ has not been subjected to any disciplinary punishment within the 03 years immediately preceding the date of calling for applications.
4. Any disciplinary action has been/ has not been initiated or any disciplinary inquiry is/ is not being carried out against the officer.
5. Details of leave obtained during the preceding 03 years

Serial No:	Year	Leave with full pay	Leave with half pay	Leave with no-pay

You are kindly informed that the particulars mentioned above is correct in accordance with the personal file of the officer and if the officer is selected for the post applied for, he/she can be released without a successor / with a successor / on the basis of providing a successor later.

Signature of the Head of Department / Institution
Designation and Official Stamp