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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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No. 1631/20 - WEDNESDAY, DECEMBER 09, 2009

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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

THE minute of the Sri Lanka Information and Communication Technology Service, approved by the Cabinet on 28.10.2009 given below.

D. DISSANAYAKE,

Secretary,

Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07.
08th December, 2009.

01. Title — This minute shall be known as the Minute of the Sri Lanka Information and Communication Technology Service.

02. Definition

- 02.1 The term “Minute” shall mean the Minute of the Sri Lanka Information and Communication Technology Service.
- 02.2 “Secretary” shall mean the Secretary to the Cabinet Ministry in-charge of the Public Administration.
- 02.3 “The Director - General” means the Director-General of Combined Services.
- 02.4 “Service” shall mean the Sri Lanka Information and Communication Technology Service.
- 02.5 “Period of Satisfactory Service” shall mean the period of service immediately proceeding from the date of applying for promotion during which all increments have been earned and have not subject to any punishment for any offence (except a warning or a reprimand).
- 02.6 “Period of active service” shall mean the period of service during which actively engaged in duties assigned to him subject to public requirements and public policies and drawing the salaries attached to the post.

03. Enforcement :-

- 03.1 This Minute shall be enforced to the employees, recruited or absorbed in to the Sri Lanka Information and Communication Technology Service. Posts and grading of posts of the Sri Lanka Information and Communication Technology Service shall in accordance with manner shown in the *Schedule 1*
- 03.2 The officers of the service will be subjected to provisions of the Public Services Commission, regulations of the Establishments Code, Financial Regulations and rules and/or regulations imposed from time to time by the Government.

04. Effective Date

The Minute shall come into force on 01st July, 2009.

05. Control :-

- 5.1 The Service will be under the control of the Director General of Combined Services subject to the directives of the Public Service Commission.

06. Structure and the Cadre

- 6.1 (a) *Executive Level*
Class 1 Grade I
Class 1 Grade II
Class 1 Grade III

- (b) *Tertiary Level*
Class 2 Grade I
Class 2 Grade II

- (c) *Secondary Level*
Class 3 Grade I
Class 3 Grade II
Class 3 Grade III

- 6.2 Posts belongs to above classes are given in the *Schedule 1*
- 6.3 The number of approved posts for each class will be decided by the Management Service Department with concurrence of the Director General of Combined Services in accordance with requirement of each Ministry or Department.
- 6.4 The number of posts in the grades of each class will be treated as a combined cadre.
- 6.5 However appointments should be made to Class I -I only to posts named in Schedule 1 and the posts approved by the Management Services Department on the service requirement.
- 6.6 General appointments are made to 3- III, 2-II and 1-III Grades of the service. However on the occasions where filling of vacancies through internal promotions is impossible, appointing authority would make external recruitment to other grades of the Class 1 of the service on approval of the Public Services Commission.

07. Salary Scales and Efficiency Bars.

7.1 The respective salary scales are as follows.

	<i>Class</i>	<i>Salary Scale</i>
(a) Executive Level	- SL - 1-2006	22,935-10x645-8x790-17x1050-53,555
Class 1 Grade I		36,755-17x1050-53,555
Class 1 Grade II		30,175-8x790-36,495
Class 1 Grade III		22,935-10x 645-29,385
(b) Tertiary Level	-MN - 6-2006-A	17,680-10x320-11x365-15x450-31,645
Class 2 Grade I		21,245-10X365-15x450-31,645
Class 2 Grade II		17,680-10X320-20,880
(c) Secondary Level	-MT-1-2006-A	14,425-10x145-11x170-6x240-14x320-23,665
Class 3 Grade I		17,985-5x240-14x320-23,665
Class 3 Grade II		16,045-10x170-17,745
Class 3 Grade III		14,425-10x145-15,875

7.2 Officers directly recruited to Grade I, II and III of Class 1, Grade II of Class 2 and Grade III of Class 3 should pass 1st Efficiency Bar Examination before the expiring a period of 3 years from the date of appointment. The passing of this Efficiency Bar Examination is compulsory requirement for confirmation in the service (Syllabuses and Marking Schemes are given respectively in **Schedules 7, 6 and 5**).

7.3 The officers in Grade II of Class 3 should pass in Efficiency Bar Examination within 7 years. (Syllabus and Marking Scheme are given in **Schedule 8**).

7.4 The officers in Grade I of Class 2 should pass an Efficiency Bar Examination within 3 years. (Syllabus and Marking Scheme are given in **Schedule 9**).

7.5 The officers in Grade III of Class 1 should obtain a Postgraduate Diploma in the field of Computer/Information/Technology within 10 years.

7.6 All officers should obtain required level of proficiency in the other official language in addition to the official language in which officers join the service, within the period of 05 years from the date of appointment.

8. Scheme of Recruitment.

8.1 **Class 3 Grade III**

8.1.1 *Qualification*

- Should be a citizen of Sri Lanka ;
- Should be not less than 18 years and not more than 30 years of age on the closing date of applications ;
- Should be of good character and sound constitution ;
- Should be ready to serve in any location in the Country.

(e) **Educational**

Should have passed the General Certificate of Education (O/L) Examination in 6 subjects at not more than two sittings with 5 Credit passes including credit passes for Language, Mathematics and English ;

and

Pass for 3 subjects and the G.C.E. (A/L) Examination.

(f) **Professional**

Should have completed a course not less than 720 hours consisting of the under mentioned subject components relating to computer literacy from an Institution, recognized by the Tertiary and Vocational Education Commission.

1. File management under the standard Operating System with the use of the Computer ;
2. Computer Word Processing ;
3. Preparation and the use of spreadsheets ;
4. Presentations by the use of computers ;
5. Data-base creation and application ;
6. Ability to use the internet and the Electronic Mail.

8.1.2 *Method of Appointment*

Selections will be made from those who have fulfilled the qualifications on the results of an Open Competition Examination conducted by the Commissioner General of Examinations on behalf of the appointing Authority or other suitable institution decided by the Appointing Authority after calling for applications through a notification published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka (Syllabus and Marking Scheme are given in the **Schedule 2**).

8.1.3 New appointments to this grade should be made by the Appointing Authority on the basis of service requirements.

8.2 **Promotions to Class 3 Grade II**

8.2.1 *Promotions under Above Average Performance*

8.2.1.1 *Eligibility*

- (a) should have passed the respective Efficiency Bar Examination.
- (b) Should have completed a period of satisfactory and active service during the proceeding 05 years.
- (c) Should have a performance of duties above the average level on the approved performance appraisal system.

8.2.1.2 *Method of Promotion*

Promotion to Class 3 Grade II will be made on the results of a qualifying examination conducted by the Commissioner General of Examination on behalf of the Appointing Authority or any other suitable institution decided by the Appointing Authority from the date of passing the examination or from the date of completion of 06 years of service whichever occurs later (Syllabus and Marking Scheme are given at **Schedule 10**).

8.2.2 *Promotions under Average Performance*

8.2.2.1 *Eligibility*

- (a) Should have passed the respective Efficiency Bar Examination.
- (b) Should have completed 10 years of active service in Class 3 Grade III. From above period, should have the period of 5 years satisfactory service prior to becoming eligible for promotion.
- (c) Should have a performance of duties in average level on the approved performance appraisal system.
- (d) Should have passed the qualifying examination given at para 8.2.1.2.

8.2.2.2 *Method of Promotion*

Officers who have fulfilled the above qualification will be promoted to Class 3 - II after examining the eligibility through an interview.

8.3 **Promotion to Class 3 Grade I**

8.3.1 *Promotion under Above Average Performance*

8.3.1.1. *Eligibility*

- (a) Should have passed the prescribed Efficiency Bar Examination in Class 3 Grade II.
- (b) Should have completed 08 years of active service in Class 3 Grade II.
- (c) Should have a performance of duties above the average level on the approved performance appraisal system.
- (d) Should have a qualification at least equivalent to the level 5 of the National Vocational Qualification (NVQL5) or similar other qualifications recognized by the Tertiary and Vocational Education Commission.

8.3.1.2 *Method of Promotion*

Officers who have fulfilled the above qualifications will be promoted to Class 3 Grade I after examining the eligibility through an interview.

8.3.2 *Promotions under Average Performance*

8.3.2.1 *Eligibility*

- (a) Should have passed the prescribed Efficiency Bar Examination in Class 3 Grade II.
- (b) Should have completed 10 years of active service in Class 3 Grade II. Should have a period of 5 years of satisfactory service out of the above period, immediate proceeding the date of promotion.
- (c) Should have fulfilled the qualification given at 8.3.1.1. (d) above.

8.3.2.2 *Method of Promotion*

The officers who have fulfilled the above qualifications will be promoted to Class 3 - I after examining the eligibility through an interview.

8.4 Appointment/Promotion to Class 2 Grade II

8.4.1. *Qualification for External applicants*

- (a) Should be a citizen of Sri Lanka ;
- (b) Should be not less than 20 years and not more than 30 years of age on the closing date of applications.
- (c) Should be of good character and sound constitution ;
- (d) Should be ready to serve in any location of the Country ;
- (e) **Educational Qualifications and Experiences**

1. Should have a obtained a Degree with Computer Science/Information Technology as a subject and a professional experience of 03 years in the computer field ;

or

2. A Degree from a recognized University ;

and

Should have obtained a Postgraduate Diploma in Computer Science or Information Technology recognized by the University Grants Commission and obtained 02 years professional experience in the computer field ;

or

3. Should have obtained qualifications at least at the level 7 of the National Vocational Qualifications in Information Technology or any other equivalent qualifications recognized by the Tertiary and Vocational Education Commission and 03 years of professional experience in the field of Information Technology.

8.4.2 *Qualification for Internal applicants*

Should have 4 years of service in Class 3 Grade I together with a period of 5 years satisfactory and active service immediately proceeding.

8.4.3 *Method of Appointment/Promotion*

Appointments/Promotions will be made to the Class 2 Grade II on the results of an Open Competitive Examination conducted by the Commissioner General of Examination on behalf of the Appointing Authority or other suitable institution decided by Appointing Authority (Syllabus and the Marking Scheme are given at **Schedule 3**).

Out of the existing vacancies 60% will be filled by the internal applicants and 40% will be filled by the external applicants. On the occasions where all 60% of vacancies could not be filled from the internal applicants, balance of the vacancies after internal promotions, will be filled by the external applicants.

8.5 Promotion to Class 2 Grade I

8.5.1 *Promotions under Above Average Performance*

8.5.1.1 *Eligibility*

- (a) Should have passed the prescribed Efficiency Bar Examination
- (b) Should have completed a period of 5 years satisfactory and active service in Class 2 Grade II, immediately proceeding.
- (c) Should have a performance of duties above the average level on the approved performance appraisal system.

8.5.1.2 *Method of Promotion*

Promotions will be made to Class 2 Grade I on the results of an qualifying examination conducted by the Commissioner General of Examinations on behalf of the Appointing Authority or other suitable institution decided by the Appointing Authority from the date of passing the examination or date of completion of a period of 6 years of service whichever occurs later (Syllabus and the Marking Scheme are given at Schedule 11).

8.5.2 *Promotion under Average Performances*

8.5.2.1 *Eligibility*

- (a) Should have passed the prescribed Efficiency Bar Examination.
- (b) Should have completed a period of 10 year active service in Class 2 Grade II. Should have a period of 5 years of satisfactory service out of the above period, immediate proceeding the date of promotion.
- (c) Should have a performance of duties in average level on the approved performance appraisal system.
- (d) Should have passed the qualifying examination given at 8.5.1.2 above.

8.5.2.2 *Method of Promotion*

The officers who have fulfilled the above qualifications will be promoted to class 2 -I after examining the qualifications.

8.6 **Appointment / Promotion to Class 1 Grade III**

8.6.1 *Qualifications for external applicants.*

- (a) Should be a citizen of Sri Lanka ;
- (b) Should be not less than 22 years and not more than 30 years of age on the closing date of application ;
- (c) Should be of good character and sound constitution ;
- (d) Should be ready to serve in any location of the Country ;
- (e) Educational Qualifications and Experiences
 - 1. Should have obtained a Degree in Computer Science/Information Technology/Computer Engineering or in field related to Computer Technology recognized by the University Grants Commission.

or

2. A Degree from a recognized University (One third (1/3) out of entire study should be in the field of computer technology)

and

Postgraduate Diploma in Computer Science or Information Technology recognized by the University Grants Commission and obtained 03 years of professional experience in the computer field.

or

3. Should have obtained qualifications at least equivalent to level 7 of the National Vocational Qualifications in Information Technology or any other equivalent qualifications recognized by the Tertiary and Vocational Education Commission and 05 years of professional experience in the field of Information Technology.

8.6.2 *Qualifications for internal Applicants*

- (a) Should have a period of 5 years satisfactory and active service in Grade I of Class 2 of the service
- (b) Should have passed the Efficiency Bar Examination prescribed for this Grade
- (c) The maximum age limit will not be applicable to the present employees of the public Service.
- (d) Should have obtained a Postgraduate Diploma in Computer Science or Information Technology recognized by the University Grants Commission.

8.6.3 *Method of Appointment / Promotion*

Appointments will be made on the results of an Open Competitive Examination conducted by the Commissioner General of Examinations on behalf of the Appointing Authority or other suitable institution decided by the Appointing Authority (Syllabus and Marking Scheme are given at **Schedule 4**).

8.7 **Promotion / Appointment to Class 1 Grade II**

8.7.1. *Promotions under Above Average Performance*

8.7.1.1 *Eligibility*

- (a) Should have passed the prescribed Efficiency Bar Examination
- (b) Should have obtained a Postgraduate Diploma in Computer Science/Information Technology.
- (c) Should have completed a period of 06 years of active service in Class 1 Grade III and a period of 05 years of satisfactory service immediately preceding the date of promotion.

8.7.1.2 *Method of Promotion*

Promotion to the Class 1 Grade II, will be made on the results of a Competitive Examination conducted by the Commissioner General of Examination on behalf of the Appointing Authority or by other suitable institution decided by the Appointing Authority from the date of passing the Examination or from the date of completing a period of 6 years of service whichever occurs later (Syllabus and the Marking Scheme are given at **Schedule 12**).

8.7.2 *Promotion under Average Performance*

8.7.2.1 *Eligibility*

- (a) Should have passed the prescribed Efficiency Bar Examination

- (b) Should have completed a period of 10 years of active service in Class 1 Grade III and a period of 05 years of satisfactory service prior to the date of promotion.
- (c) Should have a performance of duties in average level on the approved performance appraisal system.

8.7.2.2 *Method of Promotion*

The officers who have fulfilled the above qualifications will be promoted to Class 1 - II after examining the eligibility through an interview.

Note

1. Qualifications for external Applicants.

- (a) Should be a citizen of Sri Lanka ;
- (b) Should not be more than 40 years of age on the closing date of applications ;
- (c) Should be of good character and sound constitution ;
- (d) Should be ready to serve in any location of the Country ;
- (e) Should have obtained the special qualifications which require performing duties of the post to be recruited.

(f) ***Education Qualification and Experiences***

Should have obtained a Degree in Computer Science/Information Technology/Computer Engineering .

Or

obtained qualifications equivalent to Level 7 of the National Vocational Qualifications in Information Technology or any other equivalent qualifications recognized by the Tertiary and Vocational Education Commission.

and

A Postgraduate Degree in Computer Science /Information Technology

and

Should have an experience of 06 years in the field of Computer Technology in executive post (2 years out of the above 6 should be after obtaining the Postgraduate Degree).

2. *Method of Appointment*

Appointment to Class 1 Grade II of the service will be made on the results of a structured interview conducted by an interview Board approved by the Public Service Commission on the Service requirement.

8.8 **Appointment/Promotion to Class 1 Grade I**

8.8.1 *Eligibility*

- (a) should have completed a period of 7 years active service in Class 1 Grade II and have a period of 05 years satisfactory service prior to the date of promotion.

8.8.2 *Method of Promotion*

- (a) Promotion to Class 1 Grade I will be made after examining qualifications by an interview Board approved by the Public Services Commission.

Note

1. Qualifications for external Applicants.

- (a) Should be a citizen of Sri Lanka ;
- (b) The maximum age limit should not be more than 45 years on the closing date of applications ;
- (c) Should have a good character and sound constitution ;
- (d) Should be ready to serve in any location of the Country ;
- (e) Should have obtained the special qualifications which require performing duties of the post to be recruited.
- (f) ***Educational Qualifications and Experiences***

Should have obtained a Degree in Computer Science/Information Technology/Computer Engineering .

and

A Postgraduate Degree in Computer Science /Information Technology

and

Should have an experience of 12 years in the field of Computer Technology in executive post (3 years out of the above 12 should be after obtaining the Postgraduate Degree).

2. Method of Appointment

Promotions to Class 1 Grade I will be made after examining the qualifications by an Interview Board approved by the Public Services Commission.

09. Confirmation in the Post

- 9.1 The officers who are recruited externally shall be subjected to a probationary period of 03 years. After passing the Efficiency Bar Examination given at para 7.2 if their duties and conduct have been proved satisfactory during the period of probation, such officers will be confirmed in Sri Lanka Information and Communication Technology Service at the end of the probationary period.
- 9.2 Those officers who are appointed through internal promotion schemes shall be subjected to acting appointment for a specific period in terms of Section 11.3, Chapter II of the Establishments Code and, if their duties and conduct have been proved satisfactory during the period of acting appointment, such officers will be confirmed in Sri Lanka Information and Communication Technology Service at the end of the acting appointment period.

10. Absorption

- 10.1 Absorption of the posts specially related to the subject of Computer/Information Technology and the officers who have already been formerly appointed to such posts will be made to the Sri Lanka and Communication Technology Service under the provisions given below.
 - 10.1.1 An application in accordance with the form given in the First Appendix (Appendix 1) to the Minute should be submitted by those exercise their option to be absorbed through the head of the institution.

- 10.1.2 The applications received by Head of Institutions should be sent to the Director General of Combined Services of the Ministry of Public Administration and Home Affairs, within a month from the date of publication of this Minute.
- 10.1.3 Action should be taken by the Head of the institutions to furnish any other necessary documents or particulars required by the Director General of Combined Services.
- 10.1.4 Action will be taken to issue a formal letter of appointment to officers absorbed into service by the Secretary to Public Service Commission /Director General of Combined Services as the case may be,
- 10.1.5 Salary after the absorption will be determined in accordance with the Section 4 Chapter VII of the Establishments Code.
- 10.1.6 It is the responsibility of the applicants and the Head of Institutions to state correctly relevant facts of the applicants such as the post held at present, the salary drawn at present, nature of duties and responsibilities of the post, the minimum educational and professional qualifications required by the Scheme of recruitment to the post held at present and the educational and professional qualifications possessed by the applicant, since the absorption is made based on these facts.

11. Interim provisions

- 11.1 A relief period of 3 years from the effective date of this minute will be granted for application of the provisions of this minute for the officers in service. They should satisfy the qualifications in the new minute within this period.
- 11.2 Officers entitled for pensionable appointments who do not exercise option for absorption to Information and Communication Technology Service may opt as per Section 2 and 7 of the pension minute. They should submit a declaration that they do not wish to be absorbed into the new service, to the appointing authority through their Heads of Departments, before the lapse of 06 months from the date of publication of the new minute in the *Gazette*. Accordingly, they will be retired on the salary on presumption that they could have received at the last date along with all due increments treating the period the date of making such declaration and the date of reporting for duty for the last time which occurs later as they have remained in the former service. The above procedure shall not be valid from the date of completion six months from the date of publication of the new minute in the *Gazette*. If the option has not been exercised within 6 months for any reason such officers shall be subject to compulsory retirement.

12. Transfers

The transfers may be done by the Appointing Authority on service requirement.

13. Matters for which no provisions have been made in the service Minute.

The decisions will be made by the Public Services Commission in respect of the matters for which the provisions have not been given in this Service Minute.

Schedule 1

LIST OF POST INCLUDED IN THE SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

CLASS I POSTS

(a) CLASS I GRADE I POSTS

<i>Name of the Post</i>	<i>Institution to which the Post is assigned</i>	<i>Number of Posts</i>
Director (Information and Communication Technology)	Department of Census and Statistics	01

(b) CLASS I GRADE II POSTS

<i>Name of the Post</i>	<i>Institution to which the Post is assigned</i>	<i>Number of Posts</i>
Deputy Director (Information and Communication Technology)	1. Department of Census and Statistics	04
	2. Department of Inland Revenue	02
	3. Sri Lanka Examination Department	02
	4. Sri Lanka Railway Department	01
	5. Department of Technical Education and Training	01

(c) CLASS I GRADE III POSTS

<i>Name of the Post</i>	<i>Institution to which the Post is assigned</i>	<i>Number of Posts</i>
Assistant Director (Information and Communication Technology)	1. Department of Census and Statistics	14
	2. Department of Inland Revenue	01
	3. Department of Management Services	01
	4. Ministry of Education	01
	5. Education Publications Department	01
	6. Sri Lanka Examinations Department	06
	7. Ministry of Healthcare and Nutrition	06
	8. Ministry of Public Administration and Home Affairs	02
	9. Land use Policy Planning Division of the Ministry of Land	01
	10. Survey Department	01
	11. Sri Lanka Railway Department	01
	12. Motor Traffic Department	01
	13. Rubber Development Department	02
	14. Elections Department	02

CLASS 2 POSTS

(a) Information and Communication Technology Officer Grade I

(b) Information and Communication Technology Officer Grade II

CLASS 3 POSTS

- (a) Information and Communication Technology Assistant Grade I
- (b) Information and Communication Technology Assistant Grade II
- (c) Information and Communication Technology Assistant Grade III

Action will be taken to include the number of posts in Class 2 and Class 3, after the completion of work connected with the absorption.

Schedule 2

OPEN COMPETITIVE EXAMINATIONS FOR RECRUITMENT TO CLASS 3 GRADE III OF INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Para 8.1.2 of this Minute is applicable)

1. The Competitive Examination for making selections to the Service will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.

2. *The Examination :*

- (i) Will be conducted in Sinhala, Tamil and English medium ;
- (ii) Candidates, who appear for the examination in Sinhala or Tamil medium, could use the English language together with above medium, if necessary.

3. Subjects and marks allocated for each subject are mentioned below. Marks will be deducted for illegible handwriting and spelling mistakes.

Examination will consist of two question papers

	Marks	Duration (hour/s)
(a) ICT Writing Test	100	2
(b) Aptitude Test	100	1
Total Marks	<u>200</u>	

ICT Written Test — This paper consists of questions which test General ICT knowledge of the candidates. It could consist of written question as well as multiple choice questions. Candidates will be tested in areas of Operating systems, Software, Hardware, word-processing, spread sheets, database management, internet and E-mail, etc.,

Aptitude Test — This paper consists of questions to test statistical ability, logical reasoning and general knowledge of the candidate.

These question papers have been designed to test the eligibility and ability of the candidate for the duties. Although this is a Competitive Examination, candidate should secure at least 40% of marks from the marks allocated for each paper and 50% of aggregate marks. Appointment will strictly, be made on the order of the marks depending on the vacancies allocated to fill on the results of the Competitive Examination.

4. These regulations and provisions may be revised where necessary. The *Gazette Notifications* published from time to time by the Public Service Commission should be referred to, by the candidates to get updated information and the syllabus in respect of the examination.

Schedule 3

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS 2 GRADE II OF INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE
(Para 8.4.3 of this Minute is applicable)

1. The Competitive Examination for making selections to the Service will be conducted by the Commissioner General of Examination or other Institution, decided by the Appointing Authority on his behalf.

2. The Examination :

- (i) Will be conducted in Sinhala, Tamil and English medium ;
- (ii) Candidates, who appear for the examination in Sinhala or Tamil medium, could use the English language together with above medium, if necessary.

3. Subjects and marks allocated for each subject are mentioned below. Marks will be deducted for illegible handwriting and spelling mistakes.

Examination will consist of two question papers

	Marks	Duration (hour/s)
(i) ICT Written Examination	100	2
(ii) Aptitude Test	100	1

ICT Written Examination — This paper consists of questions which test General ICT knowledge with sound management capabilities of the candidates. It could consist of written questions as well as multiple choice questions. Candidates will be tested in the areas of Fundamentals of ICT, Computer Architecture and Operating systems, Software, Hardware, Data Communication and Computer Networks, Word processing, Spreadsheet, Database Management, Internet, Web site Design and Internet Services, Office Application Software packages, e-Mail, Information and Communication Technology Project Cycle etc.,

Aptitude Test — This paper consists of questions to test statistical ability, logical reasoning and general knowledge of the candidate.

These question papers have been designed to test the eligibility and ability of the candidate for the duties. Although this is a Competitive Examination, candidate should secure at least 40% of marks from the marks allocated for each paper and 50% of aggregate marks. Appointment will strictly, be made on the order of the marks depending on the vacancies allocated to fill on the results of the Competitive Examination.

4. These regulations and provisions may be revised where necessary. The *Gazette Notifications* published from time to time by the Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

Schedule 4

DETAILS OF THE OPEN COMPETITIVE EXAMINATION APPOINTMENT TO CLASS 1 GRADE III OF THE SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE
(Referred in Paragraph 8.6.3)

1. The Competitive Examination for making selections to the Service will be conducted by the Commissioner General of Examination or other Institution, decided by the Appointing Authority on his behalf.

2. **Method of Testing :**

(1) A written examination in the following subjects :

	<i>Duration (hour/s)</i>	<i>Marks</i>
(a) General Intelligence	- 1 hour	100
(b) ICT Comprehension	- 2 hours ;	100
(c) Aptitude for ICT Management	- 2 hours ;	100
	Total Marks	<u>300</u>

All candidates should sit all papers and obtain a minimum of 40% marks in each paper to qualify for the oral test.

(2) Structured Oral Test — 100 Marks

Selection of those to be summoned for the Oral Test will be made from among those who have sat all the papers in the written examination. Only those candidates who obtain a minimum of 40% marks in each paper and a sufficiently high aggregate of marks, as determine by the PSC will be eligible to be called for the Structured Oral Test. If there is an adequate number of such persons, twice the numbers of candidates as there are vacancies will be called for the Oral Test. Marks scored by a candidate in the written papers will not be made available to the Board that conducts the Oral Test. (Marking scheme will be approved by the appointing authority/PSC at the recruitment stage).

3. The number to be appointed at any one time will be decided by the PSC.

4. **Syllabuses :**

(1) Written Examination :

(a) *General Intelligence* — (Duration 1 hour ; and 100 marks) :

To assess the candidate's capacity for comprehension, quantification and perception of time-space, relations by measuring the candidate's inferences and responses to problems presented in verbal, numerical and spatial contexts.

(b) *ICT Comprehensions* — (Duration 2 hours ; and 100 marks) :

To test the candidate's capacity for conceptualization of ICT Management, ICT problem solving ability, IT Project Management capacity and analysis, design and development of software system from a given set of topics/themes.

(c) *Aptitude for ICT Management* - (Duration 2 hours ; and 100 marks)

This paper is designed to assess the candidate's aptitude for sound ICT Management in every aspect of software development life cycle with latest trends in ICT.

(2) Structured Oral Test – (100 Marks)

The object of the structured Oral Test is to assess the personal suitability of the candidate for a career in the public service by a Board of ICT Competent and Unbiased Observers. The test is intended to judge the mental caliber of a candidate. In broad terms this is really an assessment of not only his intellectual qualities but also social traits and officer's interest in current ICT developments in Locally and Internationally. Some of the qualities to be judged are mental alertness critical powers of assimilation, clear and logical exposition balance of judgement variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

5. These regulations and provisions may be revised where necessary. The *Gazette Notifications* published from time to time by the Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

Schedule 5

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 3 GRADE III OF THE INFORMATION AND
COMMUNICATION TECHNOLOGY SERVICE
(See Para 7.2)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.

2. Officers should answer two question papers either in the language in which they sat for the examination to enter the service or in the official language. Those who have joined the service without sitting for a competitive examination should answer for two question papers either in the language medium in which they received their education or in the official language.

3. Officers at their discretion can appear for each subject separately in different sittings. However for a pass they should secure at least 40% of the total marks for each subject.

4. **Qualification**

Officers in class 3 Grade III are qualified to sit for this examination.

5. Subject of the examination are as follows.

<i>Subjects</i>	<i>Marks</i>	<i>Duration (hour/s)</i>
(i) Establishment Code -	100	1
(ii) Financial Regulations -	100	1
Total Marks	200	

Establishments code

It is expected to test knowledge and understanding of the candidate on basic regulations of Establishments Code.

Financial Regulations

It is expected to test basic knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public office and basic knowledge of store keeping.

6. These regulations and provisions may be revised where necessary. The *Gazette Notifications* published from time to time by the Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

Schedule 6

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 2 GRADE II OF THE INFORMATION AND
COMMUNICATION TECHNOLOGY SERVICE
(Vide Para 7.2)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.

2. Officers should answer two question papers either in the language in which they sat for the examination to enter the relevant service or in the official language. Those who have joined the service without sitting for a competitive examination should answer two question papers either in the language medium in which they received their education or in the official language.

3. Officers at their discretion can appear for each subject separately in different sittings. However for a pass, they should secure at least 40% of the total marks for each subject.

4. Qualifications—

Officers in class 2 Grade II of the service are eligible to sit for this examination.

5. Subjects of the examination are as follows ;

<i>Subject</i>	<i>Marks</i>	<i>Duration (hour/s)</i>
(a) Regulations of Establishment Code -	100	2
(b) Financial Regulations -	100	2
Total Marks	200	

Regulations of Establishments code

It is expected to test General knowledge and understanding of the candidate on regulations of Establishments Code.

Financial Regulations :

It is expected to test general knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public offices.

6. These regulations and provisions may be revised where necessary. The *Gazette Notification* published from time to time by the Public Services Commission should be referred to, by candidates for the syllabus and the method of application.

Schedule 7

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 1 GRADE III/II/I OFFICERS OF THE SRI LANKA
INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE
(Referred in Paragraph 7.2)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.

2. The Efficiency Bar Examination will consist the following subjects :

- (1) E-Code and Administration ;
- (2) FR and Public Sector Financial Management ;
- (3) Management and Organization ;
- (4) E-Government concept and Information Technology Management.

An officer may take up the subjects of the Efficiency Bar Examination on the same occasion or on separate occasions. Each paper will be of three (03) hours duration and allocated 100 marks of each. For a pass minimum marks of 40% should be obtained.

3. Scheme of Examination

(1) E-Code and Administration ; One based on following ;

- (i) Officers and field work organizing and methods ;
- (ii) The Establishments Code Chapters ;-
I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII.

Note : A candidate will be required to obtained 40% marks.

(2) FR and Public Sector Financial Management ; One paper based on following ;

- (a) Fiscal Governance in Sri Lanka ;
 Constitutional Provisions Relating to Public Financial Management
 Parliamentary Control Over Public Finance
 Meaning of Fund
 Consolidated Fund and its operation
 Meaning and Methods of Appropriation
 Contingencies Fund
 Other Funds and their Operation
 Government Revenue
 Powers and Functions of the Minister of Finance
 Powers and Functions of the Treasury
 Warrants and Imprest Authority
 Auditor General, his Powers and Functions
 Committee on Public Expenditure
 Committee on Public Enterprises
- (b) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their powers Function ;
- (c) Internal Audit ;
- (d) Public Expenditure Planning and Management ;
 Identification of Organizational Objectives and Functions
 Identification of Government Policies, Goals Targets and the work Programmes Planning and Appraisal of Development Projects and Programmes and Prioritization of them, Formulation and Finalization of Annual Estimates of Revenue and Expenditure.
- (e) Variations of Approval Estimates of Expenditure
 Application of Virement Procedure
 Management of Public Sector Cadres and Salaries
 Total Cost Estimates and Revisions
 Supplementary Estimates
- (f) Losses and Waivers of Government Properties
- (g) Miscellaneous Accounting Matters
- (h) Delegation of Functions for Financial Control.
- (i) Custody of Public Money and Bank Accounts Procedure
- (j) Government procurement Procedure
 Procurement of Goods, Services and Works
 Composition, Appointment, Powers and Functions of Tender Boards and Technical Evaluation Committees.
 Tender Evaluation Procedure
 Management of Donor Funded Projects.

(3) Management and Organization ; one paper based on following :-

- (i) The principles of management and organization ;
- (ii) The Application of these principles to problems and issues in the public sector
- (iii) The modern tools and techniques of management.

(4) E-Government Concept and Information Technology Management

Question paper will consist of two parts.

<i>Question Paper</i>	<i>Duration (hour/s)</i>	<i>Marks</i>
1st Question paper - Multiple choice	01	40
2nd Question paper - Essay type	02	60
Total Marks		<u>100</u>

- (a) E-Government concepts will consist of evolution of the eGovernment system, its' stages, Basic elements of eGovernment, e-Services and e-Government projects, state Information and Communication Technology Infrastructure, critical success factors of eGovernment, eGovernment management Interoperability and Service Oriented Architecture.
- (b) Information Technology Management will consist of Life Cycle of Information Technology Projects, Importance of each stage and requirement of specific resources, Basic principles of Information Technology management, Information Technology Resources management, Risks of Information Technology projects and minimizing them.

4. These regulations and provisions may be revised where necessary. The *Gazette Notifications* published from time to time by the Public Services Commission should be referred to, by the candidates to get full up to date Information and the syllabus in respect of the examination.

Schedule 8

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 3 GRADE II OF THE INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE
(Vide Para 7.4)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.
2. Officers should answer two question papers either in the language in which they sat for the examination to enter the relevant service or in the official language. Those who have joined the service without sitting for a competitive examination should answer for two question papers either in the language medium in which they received their education or in the official language.
3. An Officers can appear for each subject specified for this examination at one sitting or on separate sittings. A minimum of 40% marks should be obtained for a pass.

4. Officers in class 3 Grade II of the service are eligible to sit for this examination.

5. *Scheme of the examination* —

Candidates are required to sit for a written test consisting of the following subjects.

Subjects	Marks	Duration (hour/s)
(a) Office systems and procedures	- 100	2
(b) ICT Written Test	- 100	3
Total Marks	<u>200</u>	

Office Systems and procedures

It is expected to test the knowledge of the candidate on office systems applied in government offices and also to test the ability to apply same.

ICT Written Test

It is expected to test the knowledge of the candidates on the wider application of the ICT in public offices. This paper will consist of two parts.

	<i>Paper</i>	<i>Duration (hour/s)</i>	<i>Marks</i>
Paper I	Multiple Choice Questions	01	40
Paper II	Essay Type Question	02	60
Total Marks			<u>100</u>

This paper will test sound knowledge of the method of application of ICT in government organizations. The papers will be consisted following ICT areas such as adequate knowledge on Computer Networks and Data Communication, knowledge on General Purpose Software and Specific Application Software, Knowledge on Data Security and Backing up SW, Basic measure to enhance availability of computer systems and Data security.

6. These regulations and provisions may be revised where necessary. The *Gazette Notifications* published from time to time by the Public Services Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

Schedule 9

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN CLASS 2 GRADE I OF THE INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE
(Vide Para 7.4)

1. This Efficiency Bar Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.

2. Officers should answer two question papers either in the language in which they sat for the examination to enter the relevant service or in the official language. Those who have joined the service without sitting for a competitive examination should answer two question papers either in the language medium in which they received their education or in the official language.

3. An Officers can appear for each subject specified for this examination at one sitting or one separate sittings. A minimum of 40% marks should be obtained for a pass.

4. Officers in class 2 Grade I of the service are eligible to sit for this examination.

5. *Scheme of the examination* —

Candidates are required to sit for a written test consisting of the following subjects.

<i>Subjects</i>	<i>Marks</i>	<i>Duration (hour/s)</i>
(a) Office system and procedures	100	2
(b) ICT and e-Government-	100	3
Total Marks	<u>200</u>	

Office System and procedures

It is expected to test the knowledge of the candidate on office systems applied in government offices and also to test the ability to apply the same.

Information and Communication Technology and e-Government.

This paper will consist of following two parts :

	<i>Paper</i>	<i>Duration (hour/s)</i>	<i>Total Marks</i>
Paper I	Multiple Choice Questions	01	40
Paper II	Essay Type Question	02	60
	Total Marks		100

- (a) Information and Communication part of the paper consists of basic elements of IT project life cycle such as systems analysis, systems design, soft ware development, testing user acceptance testing and related areas of Algorithms, HTML, XHTML, php, Data and Information Security, Disaster Recovery, systems, intellectual Property Rights and Software licensing, Free and Open Source Software, and web 2.0.
- (b) e-Government part of the paper consist of system of application of ICT in government organizations, application of ICT to enhance the efficiency in delivery of public services, Technology requirements for eGovernment systems, basic elements of ICT Infrastructure, basic components eGovernment systems, and interoperability in eGovernment.

6. These regulations and provisions may be revised where necessary. The *Gazette Notifications* published form time to time by the Public Services Communication should be referred to, by the candidates to get full up to date information in respect of the examinations.

Schedule 10

REGULATIONS AND SYLLABUS OF THE EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS 3 GRADE III OF INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE TO CLASS 3 GRADE II
 (Vide Para 8.2.1.2 of the minute)

1. This Qualifying Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.

2. Subjects and marks assigned for each subjects are mentioned below. Marks will be deducted for bad handwriting and spelling mistakes. Candidates whose handwriting is illegible are liable to be disqualified.

<i>Subjects</i>	<i>Marks</i>	<i>Duration (hour/s)</i>
General ICT Paper	100	3
Financial Systems	100	2

General ICT paper - This paper will consist of two parts.

	<i>Paper</i>	<i>Duration (hour/s)</i>	<i>Total Marks</i>
Paper I	Multiple Choice Questions	01	40
Paper II	Essay Type Question	02	60
	Total Marks		100

The fundamental concept and the practical utilization of Information and Communication Technology in Government organizations will be tested by this paper. The paper will consist of the following ICT areas such as fundamentals of ICT. Thorough knowledge on Hardware and Software, Working knowledge of general office application packages, Basics of Systems Analysis and Design and Basics of Data Communication.

Financial Systems

This paper will be in the following manner.

Part I —This paper is designed to test the knowledge and comprehension of the candidate on subjects such as financial control in Ministries and Governments Departments, custody of finance, income and expenditure, budget estimates, supplies and Services (50 Marks).

Part II —Basic facts on stores verification and store-keeping (50 marks).

Candidates are not allowed to use calculators.

Note : (i) A candidate should answer all these question papers in the language medium in which he sat for the Competitive Examination to enter the service. In the case of those who have joined originally without a Competitive Examination, the medium in which the candidate should answer these papers will be the language in which the officer has qualified to enter the service.

(ii) Candidates are required to obtain a minimum of 33 percent of marks in each of these subjects and an aggregate of 40% of marks in all three subjects at one and the same examination.

(3) These regulations and provisions may be revised where necessary. The *Gazette Notification* published from time to time by the Public Service Commission should be referred to, by the candidates to get full up to date information and the syllabus in respect of the examination.

Schedule 11

SYLLABUS AND REGULATIONS OF THE EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS 2 GRADE II OF THE INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE TO CLASS 2 GRADE I
(Para 8.5.1.2 will be applicable)

1. This Qualifying Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.

2. Scheme of Examination.

Subjects of the examination and marks assigned for each subject are given below :

(i) Candidates are required to appear for written qualifying test consisting the following subjects :-

<i>Subjects</i>	<i>Marks</i>	<i>Duration (hours)</i>
(a) Establishment Procedure	100	1 1/2
(b) Public Financial Management	100	1 1/2
(c) ICT case study	100	1
(d) General ICT Paper	100	3
Total Marks	<u>400</u>	

(ii) **Syllabus :**

(a) Establishment procedure

Practical knowledge of the candidate is expected relating to the contents in Volume I and II of the Establishment Code.

(b) Public Financial Management

Practical knowledge in Financial Auditing
Basic Knowledge of Audit systems
Basic knowledge in store keeping
Basic knowledge on Tender Procedures

(c) ICT Case study

Candidates are required to answer a multiple choice/an essay type paper designed to test the ability of candidate to provide ICT solutions in respect of a problem relating to office automation.

(d) General Information and Communication Technology Paper

This paper will consist of following two parts.

	<i>Paper</i>	<i>Duration (hour/s)</i>	<i>Total Marks</i>
Paper I	Multiple Choice Questions	01	40
Paper II	Essay Type Questions	02	60
	Total Marks		100

It is expected to test broad ICT knowledge of the candidates including supervisory level functions in a IT unit required to be performed.

Above two papers will consist of following ICT areas such as Database Management Systems, Web Technology, Algorithms and Computer Programming, LAN and WAN, Network Technology and Data Communication, Software and Software licensing, Free and Open Source Software, Systems Analysis and Design.

3. Language medium of the examination.

This written examination will be held in Sinhalaese, Tamil and English languages. A candidates should answer all these question papers in the language medium in which he sat for the Competitive Examination to enter into the service. In the case of those who have joined originally without a Competitive Examination, the medium in which the candidate should answer these papers will be the language in which the officer has qualified to enter the service.

4. These regulations and provisions may be revised where necessary. The *Gazette Notifications* published from time to time by the Public Services Commission should be referred to, by the candidates to get full up to date information in respect of the examination.

Schedule 12

SYLLABUS AND REGULATIONS OF THE COMPETITIVE EXAMINATION FOR PROMOTION OF OFFICERS IN CLASS 1 GRADE III OF THE INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE TO CLASS 1 GRADE II
(Para 8.7.1.2 will be applicable)

1. This Qualifying Examination will be conducted by the Commissioner General of Examinations or other Institution, decided by the Appointing Authority on his behalf.

2. *The Examination will consist of the following subjects.*

- (i) ICT Case Study
- (ii) ICT Trends Management

3. *Procedure of Examination*

ICT Case Study - 3 hours duration

- (i) Candidates are expected to answer several questions on one or more complex cases in relation to the areas of ICT project management, ICT Project proposal preparation, User Acceptance Testing (UAT) for ICT Projects, Sign-off procedure for ICT project documents, Intellectual Property Rights and ICT, ICT Consulting, ICT trends and e-Governance in order to test their logical reasoning creativity, analyzation of problems and the ability to provide better ICT solutions and their understanding on utilization of theoretical knowledge practically.

Two Case studies should be answered.

Note : minimum 50% marks should be obtained by a candidate.

- (ii) **ICT Trends** - 3 hours duration.

This paper will consist of several question designed in relation with the important events in the fields of ICT solutions, ICT development in developing countries, e-Governance applications and promotion, Change Management, re-engineering of Business (Government) Processes, Best practices in e-Governance, Success and failure factors in e-Governance and IT Project Management in Public Sector in the world as well as in the region, The wide knowledge of the candidates in these subjects will be tested.

Note :- Minimum 50% marks should be obtained by candidates.

4. These regulations and provisions may be revised where necessary. The *Gazette Notification* published from time to time by the Secretary should be referred to by the candidates for full up to date information and the syllabus in respect of the examination.

Appendix 1

SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

APPLICATION FOR ABSORPTION

(Please use both sides of A4 of size single paper)

PART I - TO BE COMPLETED BY THE APPLICANT

1. Place of work and address :-.....
.....
2. Full name of the Applicant : Mr./Mrs./Miss*.....
3. (i) Date of Birth :.....
(ii) Age as at the date of implementation of the Service Minute :-.....
4. Post held at present :-.....

5. According to the Public Administration Circular 9/2004 ,

- (i) Salary Scale :
- (ii) Salary Code :

6. According to the Public Administration Circular 9/2006,

- (i) Salary Scale :
- (ii) Salary Code :
- (iii) Salary step on 31.12.2008 :

7. The minimum qualifications required for the post held at present in the terms of the Scheme of recruitment of the post held at present.

- (a) Educational Qualifications :
- (b) Professional Qualifications :

8. The highest qualification obtained by the Applicant,

- (a) Educational :
- (b) Professional :

9. Particulars of duties (briefly) :

10. Dates on which the applicant passed the Efficiency Bar Examinations in terms of the Scheme of recruitment of the present post.

<i>Efficiency Bar Examination</i>	<i>Date of passing the examination</i>
1.	
2.	
3.	

11. Particulars of the period of service (Annexure may be used, if necessary)

<i>From</i>	<i>to</i>	<i>Designation</i>	<i>Place of Work</i>	<i>Period of Service (Years)</i>

12. I certify that the above particulars given are true and correct.

Date :

.....
 Signature of the Applicant.

Part 2 - To be completed by the Head of the Institution

13. The particulars given by the applicant from 4 to 11 above are correct. His/Her* absorption into this service is recommended /not recommended.* (Reasons should be given, if not recommended). A copy of the approved scheme of recruitment of the post held at present by him/her* is also sent herewith.

Date :.....

.....
Signature and frank of the
Head of Institution.

Part 3 - For the use of Director-General of Combined Services

14. Absorption of the applicant into this service is approved/not approved.*

15. If not approved, given reasons for same :

.....
.....

16. Class :

Grade :

into which the absorption is made.

17. Requirements to be fulfilled (if any) during the interim period in terms of Section 11.1 of the service minute :

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

Date :.....

.....
Signature of the Authorized Officer.

* Delete unnecessary words.

12-725