

Limited Competitive Examination for Recruitment to the posts of Information and Communication Technology Officers to Central Provincial Public Service – 2023

Applications are hereby called from the officers holding permanent posts in Central Provincial Public Service and possessing following qualifications, for the limited competitive examination for recruitment to the posts of Information and Communication Technology Officers in Grade II Class 2 of Information and communication Service of Central Provincial Public Service.

1. General Qualifications

- 1.1. Shall be a citizen of Sri Lanka
- 1.2. Shall be of excellent character
- 1.3. Should possess the adequate physical and mental fitness required to serve in any area of Central Province and discharge duties of the post
- 1.4. Shall have completed all the qualifications and conditions prescribed in the notification as at the date mentioned in the recruitment notification
- 1.5. shall not be a person, of an offender from a Court under Penal Code
- 1.6. shall not be a person, blacklisted from Public Service or Provincial Public Service

2. Educational Qualifications

Shall have completed all the qualifications relevant to the post on or before the closing date of application on 20.02.2023.

(a) Educational Qualifications

- (1) Shall have obtained a degree in Computer Science/ Information Technology from a university recognized by the University Grants Commission or a degree awarding institution recognized by the University Grants Commission or a higher education institution recognized as a degree awarding institution by the Ministry in charge of higher education.

Or

- (2) i. Shall have obtained a degree with Computer Science/ Information Technology as a major subject from a university recognized by the University Grants Commission or a degree awarding institution recognized by the University Grants Commission or a higher education institution recognized as a degree awarding institution by the Ministry in charge of higher education (at least 1/3 of the degree should be comprised of Computer Science/ Information Technology)

And

- ii. Shall have obtained a post graduate diploma in Computer Science/ Information Technology obtained from a university recognized by the University Grants Commission or a degree awarding institution recognized by the University Grants Commission or a higher education institution recognized as a degree awarding institution by the Ministry in charge of higher education.

Or

- (3) i. Shall have obtained a degree from a university recognized by the University Grants Commission or a degree awarding institution recognized by the University Grants Commission or a higher education institution recognized as a degree awarding institution by the Ministry in charge of higher education

And

- ii. Shall have obtained a post graduate degree in Computer Science/ Information Technology obtained from a university recognized by the University Grants Commission or a degree awarding institution recognized by the University Grants Commission or a higher education institution recognized as a degree awarding institution by the Ministry in charge of higher education

Or

- (4) i. Shall have obtained the certificate of NVQ which is equivalent to level seven (7) or above on Information Technology recognized by the Tertiary and Vocational Education Commission.

And

- ii. Shall have professional experience of two (02) years in the relevant field.

3. Salary

As per Public Administration Circular No. 03/2016 dated 25.02.2016, monthly salary scale entitled to Grade II and I of Class 2 of Information and Communication Service of Central Provincial Public Service is MN 6-2016 i.e. Rs. 36,585 - 10x660 - 11x775 - 15x930 - Rs. 65,440/-. The salary will be paid from the effective date of the appointment. You are entitled to the other allowances paid by the government to the Public Officers from time to time.

4. Terms of Engagement

Terms of Engagement determined by the relevant Service Minute approved by the Central Provincial Public Service Commission

5. Mode of recruitment

100% of the available vacancies will be filled under limited recruitment. Only officers holding permanent post/ service in Central Provincial Public Service and have completed the qualifications mentioned in above para. 02 will be admitted for the competitive examination without prejudice to their previous service. Candidates may sit for this examination only in one language medium of their preference. A minimum of 40% marks should be obtained for each question paper. Existing vacancies will be filled under the merit of the marks obtained in the limited competitive examination after scrutinizing their qualifications in the interview.

6. Conditions of Service :-

- 6.1 Number of appointments and the effective date of appointments shall be determined by the Central Provincial Public Service Commission. Central Provincial Public Service Commission reserves the right to refrain from filling any or all of the vacancies.
- 6.2 Selected candidates shall be appointed to a post in Grade II Class 2 of Information and Communication Service of Central Provincial Public Service subject to general conditions governing the appointments in the public service, terms and conditions set out by the Minute of the Information and Communication Technology Service of Central Provincial Public Service approved by the Hon. Governor of Central Province on 04.09.2019, amendment already made and will be made thereto in due course, and provisions of the Establishments Code and Financial Regulations
- 6.3 This post is permanent and pensionable. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade II Class 2 of Information and Communication Service of Central Provincial Public Service and then shall have passed the second Efficiency Bar Examination before expiry of 05 years after being promoted to its Grade I of Class 2.
- 6.4 The relevant appointment is subject to the provisions of Public Administrative Circular No. 18/2020 and circulars consequent to it pertaining to implementation of Official Language Policy

6.5 Link Language: Officers who are recruited to Grade II of Class 2 and Grade III of Class I shall obtain a credit pass at G.C.E. (O/L) within a period of three years from the date of appointment.

7. Method of application

7.1. A non-refundable examination fee of Rs. 600 should be credited to the Central Provincial Chief Secretary's Revenue Head 20-03-02-13. This fee could be paid to any Divisional Secretary office in Central Province and the receipt (blue colour) issued on applicant's name should be firmly affixed to the application. The applications with yellow colour receipt relevant to Central Government and receipts obtained paying to other revenue heads will be rejected. The paid examination fee will not be refunded under any circumstances.

7.2. Duly perfected application, with a copy of the appointment letter certified by the head of institute and the copies of the certificates proving the prescribed educational qualifications certified by the head of institute, should be posted under registered post, to reach the "Secretary, Central Provincial Public Service Commission, No. 244, Katugastota Road, Kandy", on or before 20.02.2023. The caption of "**Limited Competitive Examination for Recruitment to Information and Communication Technology Officers- 2023**" should be clearly indicated on the top left hand corner of the envelope containing the application. The receipt of the application will not be notified. Applications not with required qualifications as at the closing date of applications, incomplete and not forwarded within the due date will be rejected without notice. No complain will be taken into consideration in relation to losing an application in posting or being late.

8. Examination medium

The examination will be held in Sinhala, Tamil and English medium. Medium applied for the examination should be indicated clearly in the application and not allowed to change the medium later.

9. Examination Center

This examination will be held only in Kandy city or as decided by the Central Provincial Public Service Commission depending on the number of applicants and their permanent residential district. Central Provincial Public Service Commission will notify about the Examination Centre in the admission card.

10. **Syllabus:** applicants shall sit for the written examination for following subjects with given syllabus

| Subjects | Syllabus |
|---|---|
| 1. Information and Communication Technology | The paper shall consist to thoroughly measure the knowledge and ability on supervision in the fields such as principles on Information and Communication Technology, Computer architecture and operating systems/ software, hardware, knowledge on Information and Communication Technology for the productive implementation of the e-government concept, knowledge on system analysis, design, testing, implementation and maintenance, knowledge on designing and managing data base, hardware, data communication and computer network, internet, designing websites and new internet services, e-mail, life cycle of the projects of Information and Communication Technology. |

| | |
|-------------------------|--|
| 2. Aptitude | The question paper is comprised of fifty (50) questions of Multiple Choice Questions and short answer questions as to measure the ability on statistics and critical reasoning. Answer for all questions. |
| 3. General Intelligence | It is expected to assess the level of intelligence of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions, in response to problems presented in relation to numerical, lingual and figurative structure and inter- relations. Question paper shall consist of questions of multiple choice and short answers and all the questions should be answered. |

11. Instructions for filling out the application

A specimen of the application for this examination is appended to the end of this notification. The application should accordingly be prepared only on A4 size paper using both sides of the paper, so as paragraphs 01 to 03 in the first page, 04 to 06 in the second page and the rest in other pages of the application. Applications could be typed or prepared in legible handwriting.

12. If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during, or after the examination. If any of the particulars furnished by a candidate is found to be false within his/her knowledge or if he/she has willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.
13. Applicant should forward the application through the Head of Department and the Head of Department should agree to release the officer if he/she is selected for an appointment.
14. Candidates will be required to prove their identity by any of following documents for every subject at the examinations hall to the satisfaction of the supervisor of the examination hall.
- I. The National Identity card.
 - II. A valid passport.
 - III. A valid Sri Lanka driving license
15. The Central Provincial Public Service Commission will make the final decision on any matter not referred to herein and of any matters not covered by these regulations
16. In the event of any inconsistency between the Sinhala, Tamil and English text of this examination notification, the Sinhala text shall prevail.

27th of January 2023
Central Provincial Public Service Commission,
No. 244, Katugastota Road,
Kandy

Kumudini S. Premachandra
Secretary,
Provincial Public Service Commission,
Central Provincial Council

(For office use only)

Limited Competitive Examination for Recruitment to the posts of Information and Communication Technology Officers to Central Provincial Public Service – 2023

Medium Applied for:

Sinhala -1

Tamil -2

English - 3

(Indicate the relevant code in the cage)

01. 1.1 Full Name (in English capital letters):

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1.2 Full Name (in Sinhala/ Tamil):

.....

1.3 Name with initials (in English capital letters):

.....

02. Place of work and Address:

2.1. Name and address of office/Department/Institution (in English capital letters):

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2.2. Name and address of office/Department/Institution (in Sinhala/ Tamil):

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.....

2.3. Official email address of the place of work:

(As to send the admission card)

03. 3.1 Sex :- (Male- 0, Female – 01)

(Indicate the relevant code in the cage)

3.2. Date of Birth: year

Month

Day

3.3. National Identity Card No.

3.4. Mobile No.

3.5. Permanent residential district:

04. Service particulars :

- 4.1. Name of the institute in which you are serving at present:
-
- 4.2. Ministry or Department to which it belongs:
-
- 4.3. Name of the office and the head of institute where your personal file is maintained:
-
- 4.4. Post held at present:
- 4.5. Date of appointment to the present post:
- 4.6. Date of confirmation in service? :
- 4.7. Salary scale (Salary Code as per P.A. Circular No. 03/2016 dated 25.02.2016):-
.....
- 4.8. Whether the present appointment is pensionable:
- 4.9. Period of service in the present post as at 20.02.2023:

05. Educational qualifications

| Name of the University or Institution | Name of the degree or examination passed | Subjects followed for the degree or relevant examination | Time period | Grade | certificate No and date |
|--|---|---|--------------------|--------------|--------------------------------|
| | | | | | |

06. Particulars of the receipt obtained for the examination fee:

- 6.1. Divisional Secretary Office to which the payment was made:
- 6.2. Receipt number and date:
- 6.3. Amount paid:

Affix the blue colour receipt in this cage firmly

I do hereby declare that the information furnished here by me true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect before appointment, I am liable to be disqualified before selection or to be dismissed if such detection is made after selection. Furthermore, I agree to be bound by rules and regulations and decisions taken of issuing of results imposed by the Central Provincial Public Service Commission regarding the conducting of the examination.

Date:

.....
Signature of the applicant
(In the presence of the Head of Department)

Attestation of Applicant's Signature:

I do hereby certify that Mr./Mrs./Miss, who serves in this office is personally known to me and he/she placed his/her signature in my presence on

Date: -

.....
Signature and the official stamp of the
of the person attesting

Name :
Designation :
Address :

Certificate of the Head of Department

I do hereby certify that

1. This applicant (Mr./Mrs./Miss.) is an employee of this institute
2. He/ she has not been subjected to any disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020 as at 20.02.2023
3. He/she could be released from the present post, if selected for an appointment on the results of this examination;
4. He/she has paid the examination fee of Rs. 600 and pasted the receipt on the application
5. The particulars given in the application have been checked with records available in this departments and that he/she is eligible to sit this examination according to the regulations prescribed in the notification relating to this examination
(Cross off irrelevant words)

.....
Signature and the official stamp of the
Head of department

Date :
Name :
Designation :
Address :

Note:

1. This certificate should be signed only by the Head of Department or by a staff officer duly authorized to sign on his/her behalf. The officer issuing the certificate should satisfy himself that the contents of the certificate are correct in all aspects.
2. The application of any applicant who does not satisfy the required qualification should not be forwarded to the Central Provincial Public Service Commission.