

Public Administration Circular No: 05/2012(i)

My Number:CS/ICTS/01/Abs.Exam
Ministry of Public Administration and
Home Affairs,
Independence Square,
Colombo 07
18.06.2013

To All Secretaries of Ministries,
Heads of Departments,
District Secretaries,
Divisional Secretaries,

Qualifying Test for Exemption from the requirement of satisfying the Professional Qualifications for Absorption into Grade III of Class 3 of the Sri Lanka Information and Communication Technology Service

As per the terms and conditions made by the Sri Lanka Information and Communication Technology Service Minute dated 08th of December 2009 and published in the Gazette (Extra ordinary) of the Democratic Socialist Republic of Sri Lanka No. 1631/20 dated 09th of December 2009 and Public Administration Circular No. 04/2011 dated 15.02.2011, the approval of Public Service Commission has been granted to conduct a Qualifying Test for exemption from the requirement of satisfying the professional qualifications for absorption into Grade III of Class 3 of the said service and the concurrence of the Cabinet of Ministers has also been granted in this regard.

02. A Qualifying test will be held at Colombo at 9.30 am 13th July 2013 for the candidates who failed or were unable to appear for the Qualifying test held on 20th July 2012. The Director General of Combined Services shall have the right either to postpone or cancel this test.

03. Qualifications: Following officers who hold posts that are entitled for the salary scales of MN-1-2006-A, MN-2-2006A and MT-1-2006A as per Public Administration Circular No. 06/2006 out of the officers who have been formally recruited to posts relating to Information and Communication Technology shall become eligible to apply for this qualifying test.

- i. Officers who have exercised their option to be absorbed in to Sri Lanka Information and Communication Technology Service, but who have not been absorbed yet due to not satisfying the professional qualifications as per 8.1.1. (f) of the said service minute and 5.1 (ii) of Public Administration Circular No. 4/2011.

04. Since, this examination is only for satisfying the professional qualification of the officers, educational qualification required to be absorbed to Sri Lanka Information and Communication Technology Service as per the provisions in 8.1.1. of the above Service

Minute and 5.1 (i) of Public Administration Circular No. 04/2011 shall be satisfied within the concessionary period specified in Section 05 of the said circular.

05. This examination shall be conducted by the Director of Sri Lanka Institute of Development Administration and all candidates shall be bound to comply with the rules and regulations imposed by him. Candidates shall be subjected to punishments imposed by the disciplinary authority for violation of any of these rules and regulations.

06. Applications shall be in the form of the specimen appended to this circular. Applications shall be prepared according to the specimen and duly perfected applications shall be sent through the respective Secretaries of Ministries/Heads of Departments to reach the "Director General of Combined Services, Ministry of Public Administration and Home Affairs, Independence Square, Colombo 07", by registered post on or before 1st of July 2013. The top left hand corner of the envelop containing the application shall bear the words, "Qualifying Test to satisfy the Professional Qualifications for Absorption into Sri Lanka Information and Communication Technology Service". Applications received after the closing date shall be rejected. Inquiries about applications lost or delayed in post, directed to any persons other than to the address given in this notification, shall not be considered.

07. Application - shall be prepared in an A4 size paper using both sides indicating numbers from 1.0 to 3.0 in the first page and the remaining numbers in the next page. Application can be prepared by computers, but it shall strictly be filled clearly by the candidate in his/her own handwriting. Further, it is informed that photocopies of the application shall not be forwarded.

- 7.1 Applications which are incomplete and not conforming to the specimen shall be rejected without prior notice.
- 7.2 This examination shall be conducted in Sinhala, English and Tamil Mediums. Applicants shall face the exam either in the language medium in which they entered the service or any other official language or in English medium. Candidates shall not be allowed to change the language medium selected by them.
- 7.3 It is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil mediums. Further, the applicant shall see to it that the application has been prepared in accordance with the specimen. It is advisable to keep a photocopy of the application by the candidate.
- 7.4 It is the responsibility of the Secretary of the Ministry/Head of the Department to place the relevant official date stamp on the duly completed applications handed over by the officer on the date of handing over itself, complete and certify the relevant section, indicate the date of certifying and send it to the prescribed address before the closing date.

08. Director of Sri Lanka Institute of Development Administration shall issue admission cards in respect of each candidate whose application for the written test has been accepted. Issue of an admission card to a candidate does not necessarily mean that his/her qualifications for appearing for the examination have been accepted. Candidates appearing for the examination shall get their signatures on the admission cards attested in advance and surrender to the supervisor of the examination hall. Without such admission card, no candidate shall be allowed to sit the examination. Candidates shall sit the examination in the examination hall assigned to him/her.

09. If the admission card is not received a week prior to the date of the examination action shall be taken to obtain the admission card by forwarding the certified photocopies of the application submitted by you to the Director Sri Lanka Institute of Development Administration. In case of applicants residing outside Colombo, a letter of request furnishing a fax number to send the admission card shall be sent along with above documents whilst keeping a copy. Inquiries made by the candidates who are unable to furnish the above mentioned documents shall not be considered.

10. Heads of the respective Institutions shall approve duty leave for the officers who possess the admission cards issued by the Director of Sri Lanka Institute of Development Administration enabling them to sit the examination. No traveling expenses shall be paid in this regard.

11. Identity of the candidates – Candidates shall be required to prove their identity to the satisfaction of the supervisor of the examination hall when they sit the examination. For this purpose, any of the following shall be submitted to the supervisor of the examination hall.

- i. National Identity Card issued by the Department of Registration of Persons.
- ii. A valid pass port.

The candidature of any applicant who fails to produce one of the above documents shall be cancelled at the discretion of the Director of Sri Lanka Institute of Development Administration.

12. Penalty for furnishing false information:-

- i. If a candidate is found to be ineligible as per the regulations pertaining to this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination.
- ii. If a candidate has furnished false information purposely or has suppressed any material fact willfully, he or she is liable for dismissal from public service.

13. Procedure of Examination: The question paper and syllabus are as follows.

Subject	Marks	Duration
Basic knowledge on Computer Technology	100	1 ½ hours

This question paper consists of multiple choice and target questions and knowledge on computer literacy shall be tested under below mentioned components.

- i. File management under the standard Operating System with the use of the computer.
- ii. Computer Word Processing.
- iii. Preparation and the use of spreadsheet.
- iv. Preparation by the use of computers.
- v. Data – base creation and application.
- vi. Ability to use the internet and the Electronic Mail.

Note: A candidate shall obtain a minimum of 40 marks to pass the test.

14. The decision of the Secretary, Ministry of Public Administration and Home Affairs shall be final in respect of any matter not provided for in this circular.

Sgd./ P.B. Abeykoon
Secretary,
Ministry of Public Administration
and Home Affairs

- 4.0 4.1 Date of the first appointment to a post relating to Class 3 of Sri Lanka Information and Communication Technology Service as mentioned in this circular:-
- 4.2 Post held as at the said date given above:-.....
- 5.0 5.1 Present post:-.....
- 5.2 Present service station & Address:-

Declaration of the Candidate

I hereby solemnly state and affirm that all the information mentioned above are true and correct and I am entitled to sit for the examination in the language medium mentioned above. Further, I also agree to be bound by the rules imposed by the Director of Sri Lanka Institute of Development Administration on conducting the examinations.

.....
Signature of Candidate

Date:.....

Certificate of the Secretary of the Ministry/ Head of the Department.

I hereby certify that the information furnished in this form by Mr./Mrs/Mss were compared with his/her service records and found to be correct and he/ she is serving in a post in Class 3 of Sri Lanka Information and Communication Technology Service and he/ she is qualified to sit for this examination.

.....
Signature of the Secretary of the
Ministry/ Head of the Department

Date:.....

Full name of the attester :.....

Designation:.....
(Designation should be confirmed by placing a frank)