

My No : CS/ICTS/01/6/2006 Amd.
Ministry of Public Administration,
Disaster Management and
Livestock Development
Independence Square
Colombo 07.

12.09.2019

All Secretaries of Ministries
Heads of Departments
District Secretaries

**Selection of Officers, Appointing Boards of Interview and Preparation of
Mark Schemes for Appointment to Grade I/II in Class 1 of Sri Lanka
Information and Communication Technology Service**

Your attention is drawn to the Service Minute of Sri Lanka Information and Communication Technology Service published in Gazette Extraordinary of Democratic Socialist Republic of Sri Lanka No. 1894/26 dated 26th December 2014, Revision No 1 to the Service Minute of Sri Lanka Information and Communication Technology Service published in Gazette Extraordinary No. 1982/15 dated 30th August 2016 and Revision No 2 to the Service Minute of Sri Lanka Information and Communication Technology Service published in Gazette Extraordinary No. 2050/43 dated 22nd December 2017.

02. As per Section 11 of the Service Minute, the officers are selected to appoint for the posts in Grade I and Grade II in Class 1 by an interview to evaluate the eligibility as per a detailed marking scheme approved by the Public Service Commission in line with the marking scheme mentioned in 11.1 of the same service minute accordingly, when the marking schemes are prepared for the posts in each Ministry/ Department, following methodology should be followed.

03. **I. Marking Scheme**

As per the job description assigned to each post to which the officers should be appointed, marking schemes relevant to interviews should be prepared for each post in line with the specimen of the detailed marking scheme given in Annex 01, paying special attention to knowledge, qualifications and skills required to perform the duties of the post, and the approval of the Public Service Commission should be obtained at relevant occasion.

II. Calling for Applications

Applications should be called from the officers who have fulfilled the qualifications required for the post mentioned under Section 11.1 of the Service Minute and those who have completed an active and a satisfactory period of three years immediately preceding the closing date of the application and the application prepared in line with Annex 02 should be submitted to the Head of the Institution by the officers before the due date. Applications should be called by a notification published on the website or newspaper as per Format in Annex 03. Approval of the Public Service Commission should be obtained at relevant occasion.

III. Board of Interview

Formal prior approval of the Public Service Commission should be obtained for a Board of Interview, appointed as per Procedural Rule No 70 of the Public Service Commission, in which the Secretary of the Ministry or Additional Secretary or any other officer with an equivalent seniority is the Chairman and two other officers with proper knowledge in the field of Information and Communication Technology and a position equal or higher than the post in the Ministry/ Department to which the appointment is made, are members.

IV. Mark sheet of the Interview and Relevant Documents

Mark sheet of the interview should be prepared in line with the format in Annex 04. It should be mentioned whether the applicants have satisfied basic required qualifications. Certified copies of the relevant documents which verify all the qualifications should be prepared in a file and on the first page of the file a content page should be entered and the completed file should be forwarded to the Public Service Commission along with the mark sheet.

04. Evaluation of the interview held following the methodology/ marking scheme approved thus, should be submitted to the Public Service Commission with the recommendation of the Secretary of the Ministry and accordingly the Public Service Commission shall make the appointment.

Sgd/ J.J.Rathnasiri
Secretary
Ministry of Public Administration,
Disaster Management and Livestock Development

| | Titles to which the Marks are awarded | Maximum Marks |
|-----------|---|----------------------|
| 01 | <p><u>Service Experience - 60</u></p> <p>I. 05 marks for a year of an active and satisfactory service in the Grade relevant to the post and 02 1/2 marks for a period less than one year but more than 06 months. No marks shall be given for a period less than 06 months.</p> <p>II. 02 marks of each year of prior experience (Maximum of 05 years) relevant to the requirement of the Information and Communication Technology of the institution (Deputy/ Assistant Director) and 01 mark for a period more than 06 months. No marks shall be given for a period less than 06 months.</p> | <p>50</p> <p>10</p> |
| 02 | <p><u>Skills - 40</u></p> <p>I. Educational Qualifications</p> <p>In addition to the basic qualifications considered for the recruitment of officers to the service, qualifications relevant to the specialization categories in the Service Minute of Information and Communication Technology Service or qualifications relevant to the post to which the applications are called shall only be considered.</p> <p>a) Postgraduate Degree - 15 Marks b) Postgraduate Diploma - 10 Marks</p> <ul style="list-style-type: none"> • Marks shall be awarded only for the highest qualification. <p>II. Professional Qualifications</p> <p>(a) (i) For a Diploma in Information and Communication Technology with the duration of at least one year or above - 10 (Local/ Foreign)</p> <p>(ii) For courses in the same field with the duration of 06 months or above but less than one year - 05</p> <p>(b) Internationally recognized Professional Certifications determined by the institution relevant to the post, without considering the duration as per above 2(II) a (i)</p> | <p>15</p> <p>10</p> |

| | |
|---|-----------|
| <p>Ex- 1) BCS/ ACS 2) Microsoft Certifications 3) Sun Certifications 4) Cisco Certifications 5) CISSP Certifications 6) etc...</p> | |
| <p>III. Special Tasks/ Contributions</p> <p>Marks are awarded for innovations, improvements and achievements, awards, appreciations relevant to the field of Information and Communication Technology.</p> <p>(a) Innovations, improvements, achievements or awards - 02 marks each for maximum 05 such tasks - 10 marks (b) Maximum 05 marks are given for a maximum of 05 appreciations (01 mark for each) certified by the Secretary of the Ministry/ Head of the Institution submitted via Form General 230b and once an applicant obtains the maximum 05 marks he or she can obtain remaining 05 marks for the qualifications mentioned under III (a) as well.</p> <p>Examples for the qualifications mentioned under III (a) above</p> <ol style="list-style-type: none"> 1) Software Designing/ Development 2) Network Administration 3) System Administration 4) Data Base Administration 5) General ICT Tasks & etc <p>N. B.</p> <ul style="list-style-type: none"> ❖ Innovations, improvements should be certified by the Head of the Institution as the own work of the applicant. ❖ Formal certificates should be submitted to verify the awards and achievements. | <p>10</p> |
| <p>IV. Skills proved at the Interview</p> <ol style="list-style-type: none"> a) Leadership - 02 Marks b) Communication Skills - 02 Marks c) Professional Courtesy - 01 Mark | <p>05</p> |

Name of the Ministry/ Department/ Institution**Application for the post of Director / Deputy Director (Information and Communication Technology) of Sri Lanka Information and Communication Technology Service****Part (A) - Should be filled by the officer**

1. Full Name Mr/ Mrs/ Miss:.....
2. Date of Birth :.....
3. National Identity Card :.....
4. Period of Service

| Class/ Grade | Period of Service |
|----------------------|--------------------------|
| Grade I of Class 1 | |
| Grade II of Class 1 | |
| Grade III of Class 1 | |

5. Post held at present and Field of duty :.....
6. Educational Qualifications
 - Particulars on the Post Graduate Degree/ Post Graduate Diploma

| Post Graduate Degree/ Post Graduate Diploma | Year | University | Subjects |
|--|-------------|-------------------|-----------------|
| | | | |

7. Professional Qualifications:.....
8. Special tasks completed

| Special Tasks performed/ Contributions/Achievements | Description | Certificate of the Head of the Institution Available/ Not Available |
|--|--------------------|--|
| | | |

It is hereby declared that the above information is true and correct.

.....

Date :

Signature of the Applicant
Designation and Official Frank

Part (B) - Should be filled by the Head of the Institution

- I. The officer has completed/ not completed an active and satisfactory period of three years as at the date of calling for applications.
- II. The officer has earned/ not earned the salary increments in the 03 years immediately preceding the date of calling application.
- III. The officer has not been subjected/ has been subjected to any disciplinary punishment in the 03 years immediately preceding the date of calling application.
- IV. Disciplinary actions have been/ have not been commenced against the officer or the disciplinary inquiries are being/ are not being carried out.
- V. Leave particulars within the last 03 years

| SN | Year | Leave with Full Pay | Leave with Half Pay | Leave with No Pay |
|----|------|---------------------|---------------------|-------------------|
| | | | | |

It is hereby informed that the particulars of the officer are correct as per the personal file of the officer and in the event the officer is selected for the post applied for, he/ she can be released with/ without replacement/ on the basis of getting a replacement later.

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

Name of the Ministry/ Department/ Institution

Notification on calling applications to appoint the officers for the post of Director / Deputy Director (Information and Communication Technology) of Sri Lanka Information and Communication Technology Service

Applications are called from the officers in **Grade I/II of Class 1** of Sri Lanka Information and Communication Technology Service to fill **XXX** vacancies in the post of **Director/ Deputy Director** (Information and Communication Technology) at this **(Ministry/ Department/ Institution)**

02. Applications prepared in line with Annex 02 of the Public Administration Circular No. 28/2019 dated 12/09/2019 issued on the order of the Public Service Commission should be submitted to the Head of the Institution by registered post or by hand on or before **XXXX/XX/XX**. on the top left corner of the envelope in which the application is sent, the words Application for **“the post applying for”** should be indicated.

Address to which the application should be sent:.....

03. Appointment to the post of Director/ Deputy Director (Information and Communication Technology) shall be made on the skills proved at the interview which is conducted by a board of interview approved by the Public Service Commission and appointed as per the Service Minute of Sri Lanka Information and Technology Service published in the Gazette Extra Ordinary of Democratic Socialist Republic of Sri Lanka, No 2050/43 dated 22.12.2017.

04. Detailed marking scheme of the interview

* It is compulsory to indicate the marking scheme approved by the Public Service Commission from time to time.

On the order of the Public Service Commission

Date: **XXXX/XX/XX**

(Head of the Institution, relevant to the Post)

Address :

Telephone No:

Fax:

Email:

