

Open Competitive Examination for Recruitment to Class 3 Grade III of Central Provincial Information and Communication Technology Service - 2015

01. Applications are hereby called from qualified persons residing within Central Province for the open competitive examination for recruitment to the post in Class 3 Grade III of Central Provincial Information and Communication Technology Service.
02. On the results of a written test conducted by Central Provincial Public Service Commission, candidates who have proved the prescribed qualifications will be selected on merit for appointment to the Posts in Class 3 Grade III the Central Provincial Information and Communication Technology Service.
03. Number of persons to be appointed is 10. The Central Provincial Public Service Commission will determine effective date of appointments. Further, the Central Provincial Public Service Commission reserves the right to refrain from filling any or all of the vacancies.

04. Salary:

Monthly salary scale entitled to grade 3- III, 3- II and 3-I of Central Provincial Information and Communication Technology Service is Rs. 14,425 - 10x145 - 11x170 - 6x240 - 14x320 - Rs. 23,665 (MT-1- 2006-A). Should gain promotion to Class II to be beyond the salary step of Rs. 16,045/- and Class I to be beyond the salary step of Rs. 17,985/-

05. This post is permanent and pensionable.

06. **Qualifications** - Following qualifications are applicable for the recruitment to the posts in Cass 3 Grade III of Central Provincial Information and Communication Technology Service :-

(a) Should be a citizen of Sri Lanka having permanent residence for a period of not less than 03 years within Central Province

(b) (i) Should be not less than 18 years and not more than 35 years of age on the closing date of applications

(ii) Applicants serving in permanent posts in Central Provincial Public Service who have satisfied the qualifications, should not have reached the age of 45 years

(c) Should be of good character and sound physical health

(d) Should be bound to serve at any part of Central Province

(e) Educational Qualifications :

(i) Shall have passed the G.C.E. (Ordinary Level) Examination in six (06) subjects with five (05) Credit passes including credit passes for Language, Mathematics and English Language at not more than two sittings ; and

(ii) Shall have passed 03 subjects at the G.CE. (A/L) Examination (General English is not considered as a subject).

(f) Professional Qualifications :

Shall have followed at least a course on Computer/ Information Technology at the level of National Vocational Qualification (NVQ) five (05) or above.

It is compulsory for every applicant to satisfy the relevant qualifications on or before the closing date of applications.

07. Scheme of the examination :

- (i) The examination will consist of two papers and will be held in Sinhala, Tamil or English medium. It is not allowed to change the medium of language applied by the candidate consequently.
- (ii) Subjects and the marks allocated for each subject are mentioned below :

<u>Subjects</u>	<u>Marks</u>	<u>Duration</u>
1. ICT Writing Test	100	02 hours
2. Aptitude	100	01 hour
Total marks	<u>200</u>	

ICT Writing Test

This paper consists of questions to test general ICT knowledge of candidates, comprising multiple choice questions as well as questions for short answers. A candidate should answer for all the questions. Here candidate's knowledge in areas of operating systems, software, hardware, word processing, spreadsheets, data base management, internet, and email will be tested

Aptitude

This paper consists of 50 multiple choice questions to test statistical ability, logical reasoning and general intelligence of the candidate. A candidate should answer for all the questions.

Note - These question papers will be designed to test the eligibility and ability of the candidate for the duties. Although this is a competitive examination, candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the examination. Appointments will strictly be made in the order of the marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.

08. Penalty for furnishing false information.

The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during, or after the examination. Further, if it is found that any information furnished by a candidate is false, he/ she is liable to dismissal at any time from the public service.

09. Examination Fees:

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 issued should be firmly affixed to the application. The application without receipt will be rejected. (It is advisable to keep a photocopy of the receipt with the candidate for future reference). Under no circumstance will the fee be refunded and money orders and stamps are not accepted.

10. Applications :

Applications should be prepared in the following manner using papers of size A4 (21 X 29 cm):-

- (a) Cages from 1 to 4 should appear on the first side of the page ;
- (b) Cages from 5 onwards should appear on the other pages ;
- (c) The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

Applications not conform to specimen and incomplete will be rejected without any notice. Applications of those who have not paid examination fee on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incomplete applications. It would be advisable to keep a photocopy of the completed application form and it is the responsibility of the candidate to make sure that the application is conform to the specimen given in the examination notice. Otherwise, the application could be rejected.

- (i) Central Provincial Public Service Commission will issue the admission cards for all applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date, on the presumption that only the applicants having qualifications specified in this notification have applied. Issuance of an admission card to a candidate to sit the competitive examination does not mean to have accepted that he possesses all the qualifications for this post. If it was found at the interview that the applicant does not possess the required qualifications as per the Gazette Notification, his or her candidature will be cancelled.
- (ii) The words “Open Competitive Examination for Recruitment to the Posts in Class 3 Grade III of Central Provincial Information and Communication Technology Service - 2015” should be written on the top left-hand corner of the envelope in which the application is enclosed.
- (iii) Candidates’ signature in the application form should have been attested by a Principal of a Government School, a Justice of the Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in the Public Service whose annual Salary is Rs. 240,360 or above.
- (iv) Duly perfected applications should be posted under registered post, to reach the Secretary, Central Provincial Public Service Commission, No. 244, Katugastota Road, Kandy, on or before 26.05.2015

11. Sitting the Examination

Central Provincial Public Service Commission will issue the admission cards for all applicants who have forwarded the applications. If the admission card is not received, steps should be taken to notify it to Central Provincial Public Service Commission. (It would be advisable to make a request by submitting the copies of the application form, receipt kept at your possession, receipt of registration, full name of the applicant, National Identity card number and address)

12. Candidates should furnish one of the following documents to the Supervisor of Examination in support of their identity.

- (i) The National Identity Card issued by the Department of Registration of Persons.

(ii) A valid Passport

13. Candidates shall be bound by the rules and regulations imposed by the Central Provincial Public Service Commission for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Central Provincial Public Service Commission for violation of these rules and regulations.
14. Any matter not referred to herein will be decided by Central Provincial Public Service Commission. All candidates are bound to comply with the general examination rules.
15. If any inconsistency or contradiction is observed among Sinhala, Tamil and English texts, action shall be taken considering the Sinhala text as the correct one.

Sign By : R.M.N. Ratnayake
Secretary
Public Service Commission
Central Provincial Council

27th March 2015
Central Provincial Public Service Commission
No. 244, Katugastota Road
Kandy
www.psc.cp.gov.lk

Specimen Application

Open Competitive Examination for recruitment to Class 3 Grade III of the Central Provincial Information and Communication Technology Service - 2015

Index No.

(For office use only)

Medium of Examination:

(Indicate the relevant number in the cage)

(Sinhala -S Tamil - T English - E)

1. Applicant

1.1 Name with initials at the end:

(Mr./Mrs./Miss) (in English capital letters)

1.2 Name with initials:

(In Sinhala/Tamil)

1.3 Name denoted by initials:

(In English capital letters)

1.4 Name denoted by initials:

(In Sinhala/Tamil)

2. 2.1 Permanent Address: -

(In Sinhala/Tamil)

2.2 Address to which the admission should be sent: -

(In Sinhala/Tamil)

2.3 Address to which the admission should be sent: -

(In English capital letters)

2.4 Official Address, if currently in public service:

2.5 Telephone No. :

3. 3.1 Date of birth :- Year: Month: Date :

3.2 Age as at the closing date of applications

Years: Months Days

3.2 National Identity Card No.

4. Sex (male/ female):-

5. 5.1 Permanent Residentail District :

Accordingly to electoral register	2012	2013	2014
Electorate District			
Electorate			
Polling Division			
Gramaniladari Division			
Residential No.			
Number order in front of the name			

6. Educational Qualifications : -

6.1. G.C.E. (O/L) Examination:

First Attempt

Year:
Index No:

Second Attempt

Year:
Index No.:

Subject	Grade

Subject	Grade

6.2. G.C.E. (A/L) Examination:

Year:

Index No.:

Subject	Grade

7. Professional Qualifications

Institution	Course followed	Duration	Pass	Certificate No. and Date

8. Other Qualifications:

9. Particulars of the receipt obtained for the examination fee

- i. Office to which the payment was made :
- ii. Date :
- iii. Receipt No. :

Receipt is to be affixed here so as not to be detached.

Candidate's Certificate :

I certify that the particulars given in this application are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before selection or to be dismissed without any compensation if such detection is made after selection.

Date :
.....
Signature of the applicant

Attestation of Applicant's Signature :

I certify that Mr./Mrs./Miss who forwards this application is known to me personally and he/she placed his/her signature today in my presence.

Date: -
Signature of Attester
 Full name of Attester:
 Post:
 Address:
 (Place official Stamp)

Certificate of the Head of Department (for applications who are currently in Public Service):

I do hereby certify that Mr./Mrs./Miss is employed this institution as a He/she has not been furnished for any disciplinary action except a warning or cautioning during past years. He/ She can be released/cannot be released from Department if selected for this Post.

Date
.....
Signature of the Head of the Institutions
(Place official Stamp)