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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

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PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

"Minute of the Sri Lanka Information and Communication Technology Service, mentioned below is hereby substituted without prejudice to any action taken or purported to be taken in terms of the Minute of the Sri Lanka Information and Communication Technology Service published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1631/20 dated 09.12.2009"

On the order of Public Service Commission

T. M. L. C. SENARATHNE,
Secretary,
Public Services Commission.

23rd December 2014.

01. Effective Date : This minute shall come into force with effect from 01st July 2009

02. Appointing Authority

2.1	Grade III, II, I in Class 3 of Information and Communication Technology Service	Director General of Combined Services to whom the power has been vested by the Public Service Commission
2.2	Grade II, I in Class 2 of Information and Communication Technology Service	Director General of Combined Services to whom the power has been vested by the Public Service Commission
2.3	Grade III, II, I in Class 1 of Information and Communication Technology Service	Public Service Commission

03. Service Category/ Service Categories

- (a) Management Assistant Technological Segment 3
- (b) Filed/ Office based officers
- (c) Executive

04. General Definition on the role entrusted

The role of Sri Lanka Information and Communication Technology Service is to utilize Information and Communication Technology to build up an excellent public service in order to make the service, expected from the public service in



the Democratic Socialist Republic of Sri Lanka, a reality by maintaining a proper relationship and coordination with internal external institutions which assist in implementing the policies and using new trends of information and communication technology filed, being the foremost service in implementing the policies of information and communication technology of the government.

Note:- Classification in respect of the role according to the fields of speciality in Information and Communication Technology is included in Schedule 1

05. Salary

5.1 Salary Code Number:

Management Assistant Technological Segment 3	MT 01-2006-A
Filed/ Office based officers	MN 06-2006-A
Executive	SL 01-2006

5.2 Salary Scale :

Grade III, II and I of Class 3 (MT 01-2006-A)
Rs.14,425-10X145-11X170-6X240-14X320-Rs.23,665

Grade II and I of Class 2 (MN 06-2006-A)
Rs.17,680-10X320-11X365-15X450-Rs.31, 645

Grade III, II and I of Class 1 (SL 01-2006)
Rs.22, 935-10X645-8X790-17X1,050-Rs.53,555

5.3 Initial salary step applicable to grading system:

Grade	Initial Salary Step and Salary Code No	Initial Salary Point
Grade III of Class 3	MT 01-2006-A Step 01	Rs.14,425
Grade II of Class 3	MT 01-2006-A Step 12	Rs.16,045
Grade I of Class 3	MT 01-2006-A Step 23	Rs.17,985
Grade II of Class 2	MN 06-2006-A Step 01	Rs.17,680
Grade I of Class 2	MN 06-2006-A Step 12	Rs.21,245
Grade III of Class 1	SL 01-2006 Step 01	Rs.22,935
Grade II of Class 1	SL 01-2006 Step 12	Rs.30,175
Grade I of Class 1	SL 01-2006 Step 20	Rs.36,755

06. Posts belonging to Service

6.1 Approved Grades, Approved Number of Posts and Tasks Entrusted

Approved Designations	Approved Grades for the Post	Approved Number of Posts	Tasks
Information and Communication Technology Assistant	Grade III, II, I of Class 3	1394	Mentioned in Schedule 1
Information and Communication Technology Officer	Grade II, I of Class 2	262	
Assistant Director	Grade III of Class 1	57	
Assistant Director/Deputy Director	Grade III, II of Class 1	12	
Deputy Director	Grade II of Class 1	10	
Director	Grade I of Class I	06	

6.2 Number of Combined Officers

Information and Communication Technology Assistant	1394
Information and Communication Technology Officer	262
Assistant Director	57
Assistant Director/ Deputy Director	12
Deputy Director	10
Director	06

For the purpose of promotions from grade to grade, Grade III, II and I of Class 3, Grade II and I of Class 2 Grade III, II and I of Class 1 shall be treated as belonging to the Combined Number of Officers.

6.3 Nature of the Post/s: Permanent and Pensionable

07. Method of Recruitment

7.1 Recruitment Ratio:

Class and Grade	Stream	Percentage
Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	Open	100%
	Limited	-
Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	Open	70%
	Limited	30%
Grade III of Class 1 of Sri Lanka Information and Communication Technology Service	Open	70%
	Limited	30%

Note:

If the number of persons eligible for appointment to the posts in Grade II of Class 2 and Grade III of Class 1 on the results of limited examination is less than 30% of the vacancies, the difference between the 30% and the number of persons eligible for appointment will be met from the persons eligible at the Open Competitive Examination.

7.2 Recruitment to Class 3 of Sri Lanka Information and Communication Technology Service**7.2.1 Recruitment under Open Stream:****7.2.1.1. Grade of Recruitment:** Grade III of Class 3**7.2.2 Qualifications:****7.2.2.1 Educational Qualifications:**

Shall have passed six (06) subjects with five (05) credit passes including Language, Mathematics and English Language at the G.C.E. (Ordinary Level) Examination at one sitting

7.2.2.2 Professional Qualifications:

Shall have followed a Computer/ Information Technology course of at least level five (5) of NVQ or above qualification recognized by the Tertiary and Vocational Education Commission (TVEC)

7.2.2.3 Experience: N/A**7.2.2.4 Physical Fitness:** All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.**7.2.2.5 Other :**

- (a) Shall be a citizen of Sri Lanka
- (b) Shall have an excellent character
- (c) A candidate is considered to have satisfied the minimum qualifications for appearing for the competitive examinations for the recruitment to the service only if he/she has satisfied each and every way the qualifications mentioned in 7.2.2.1, 7.2.2.2 and 7.2.3 as at the closing date of the gazette notification for calling applications.

7.2.3 Age:

7.2.3.1 Minimum age limit : 18 years

7.2.3.2 Maximum age limit : 35 years

7.2.4 Method of Recruitment:**7.2.4.1 Written Examination:**

Subjects	Maximum Marks	Pass Marks
1. Information and Communication Technology	100	40
2. Aptitude	100	40

(Syllabus is given in Schedule 3)

7.2.4.1.1 Authority for conducting Examination: The Commissioner General of Examinations

7.2.4.2 Professional Test: N/A

7.2.4.3 Structured Interview: N/A

7.2.4.4 General Interview: No marks shall be allocated

7.2.4.4.1 Objectives expect to be fulfilled: verification of qualification

7.2.4.4.2 Appointing Authority of the General Board of Interview: Director General of Combined Services

7.2.5 Method of calling application

Applications shall be called through an advertisement published in the gazette, public notice or an advertisement published on the website

7.3 Recruitment to Class 2 of Sri Lanka Information and Communication Technology Service

7.3.1 Recruitment under Open Stream:

7.3.1.1 Grade of Recruitment: Grade II of Class 2

7.3.1.2 Qualifications:

7.3.1.2.1 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
- (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 (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
- 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
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
- 4) i. Shall have obtained a qualification of at least level seven (07) of National Vocational Qualification (NVQ) or an equivalent qualification recognized by Tertiary and Vocational Education Commission (TVEC)
and
ii. Shall have professional experience of two (02) years in the relevant field.

7.3.1.2.2 Professional Qualification: N/A

7.3.1.2.3 Experience : N/A

7.3.1.2.4 Physical Fitness: All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

7.3.1.2.5 Other:

- (a) Shall be a citizen of Sri Lanka
- (b) Shall have an excellent character
- (c) A candidate is considered to have satisfied the minimum qualifications for appearing for the competitive examinations for the recruitment to the service only if he/she has satisfied each and every way the qualifications mentioned in 7.3.1.2.1, and 7.3.1.3 as at the closing date of the gazette notification for calling applications.

7.3.1.3 Age:

- 7.3.1.3.1 Minimum age limit : 21 years
- 7.3.1.3.2 Maximum age limit : 35 years

7.3.1.4 Method of Recruitment:**7.3.1.4.1 Written Examination**

Subjects	Maximum Marks	Pass Marks
1. Information and Communication Technology	100	40
2. Aptitude	100	40
3. General Intelligence	100	40

(Syllabus is given in Schedule 4)

7.3.1.4.1.1 Authority for conducting Examination:

The Commissioner General of Examinations

7.3.1.4.2 Professional Test: N/A**7.3.1.4.3 Structured Interview: N/A****7.3.1.4.4 General Interview : No marks shall be allocated****7.3.1.4.4.1 Objectives expected to be fulfilled: Verification of Qualifications****7.3.1.4.4.2 Appointing Authority of the General Board of Interview: Director General of Combined Services****7.3.1.5 Method of Calling Applications**

Applications shall be called through an advertisement published in the gazette, public notice or an advertisement published on the website.

7.3.2 Recruitment under Limited Stream**7.3.2.1 Grade of Recruitment: Grade II of Class 2****7.3.2.2 Qualifications:****7.3.2.2.1 Educational Qualifications : N/A****7.3.2.2.2 Professional Qualifications : N/A****7.3.2.2.3 Experience:**

- (a) (i) Shall have served in Grade I of Class 3 for four (04) years and completed active and satisfactory service period in the immediately preceding five (05) years.
and
- (ii) Shall have passed the efficiency bar examination prescribed for Grade I of Class 3
or
- (b) (i) Being an officer of Grade II of Class 3 with an active and satisfactory service period in the immediately preceding five (05) years.
and

- (ii) Shall have satisfied the educational qualifications mentioned in 7.3.1.2.1 of this service minute

7.3.2.2.4 Physical Fitness: All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

7.3.2.2.5 Other:

- (a) Shall be a citizen of Sri Lanka
- (b) Shall have an excellent character
- (c) A candidate is considered to have satisfied the minimum qualifications for appearing for the competitive examinations for the recruitment to the service only if he/she has satisfied each and every way the qualifications mentioned in 7.3.2.2.3 as at the closing date of the gazette notification for calling applications.

7.3.2.3 Age: N/A

7.3.2.4 Method of Recruitment

7.3.2.4.1 Written Examination:

Subjects	Maximum Marks	Pass Marks
1. Aptitude	100	40
2. Case Study on Information and Communication Technology	100	40

(Syllabus is given in Schedule 5)

7.3.2.4.1.1 Authority for conducting Examination: The Commissioner General of Examinations

7.3.2.4.2 Professional Test: N/A

7.3.2.4.3 Structured Interview : N/A

7.3.2.4.4 General Interview: No marks shall be allocated

7.3.2.4.4.1 Objectives expected to be fulfilled: Verification of Qualification

7.3.2.4.4.2 Appointing Authority of the General Board of Interview: Director General of Combined Services

7.3.2.5 Method of Calling Applications:

Applications shall be called through an advertisement published in the gazette, public notice or an advertisement published on the website

7.4 Recruitment to Class 1 of Sri Lanka Information and Communication Technology Service

7.4.1 Recruitment under Open Stream

7.4.1.1 Grade of Recruitment: Grade III of Class 1

7.4.1.2 Qualifications

7.4.1.2.1 Educational Qualifications:

- 1) Shall have obtained a degree in Computer Science/ Information Technology/ Computer Engineering Science or degree related to Computer Technology from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission
Or
- 2) 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 (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
- 3) i) Shall have obtained a qualification of at least level seven (07) of National Vocational Qualification (NVQ) or an equivalent qualification recognized by Tertiary and Vocational Education Commission (TVEC)
and
- ii) A professional experience of two (02) years in the relevant field

7.4.1.2.2 Professional Qualification: N/A

7.4.1.2.3 Experience: N/A

7.4.1.2.4 Physical Fitness: All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.

7.4.1.2.5 Other :

- (a) Shall be a citizen of Sri Lanka
- (b) Shall have an excellent character
- (c) A candidate is considered to have satisfied the minimum qualifications for appearing for the competitive examinations for the recruitment to the service only if he/she has satisfied each and every way the qualifications mentioned in 7.4.1.2.1 and 7.4.1.3 as at the closing date of the gazette notification for calling applications.

7.4.1.3 Age:

7.3.1.3.1 Minimum age limit : 21 years

7.3.1.3.2 Maximum age limit : 35 years

7.4.1.4 Method of Recruitment

7.4.1.4.1 Written Examination

Subjects	Maximum Marks	Pass Marks
1. General Intelligence	100	40
2. ICT Comprehension	100	40
3. Aptitude for ICT Management	100	40

(Syllabus is given in Schedule 6)

7.4.1.4.1.1 Authority for conducting examination: The Commissioner General of Examinations

7.4.1.4.2 Professional Test : N/A

7.4.1.4.3 Structured Interview: N/A

7.4.1.4.4 General Interview: Marks are not allocated

7.4.1.4.4.1 Objectives expected to be fulfilled:

Verification of Qualification

7.4.1.4.4.2 Appointing Authority of the General Board of Interview:

Public Service Commission

7.4.1.5 Method of Calling Applications:

Applications shall be called through an advertisement published in the Gazette, public notice or an advertisement published on the website

7.4.2 Recruitment under Limited Stream

7.4.2.1 Grade of Recruitment: Grade III of Class 1

7.4.2.2 Qualifications

7.4.2.2.1 Educational Qualifications: N/A

7.4.2.2.2 Professional Qualifications: N/A

7.4.2.2.3 Experience

- (1) (a) Shall have completed an active and satisfactory service period of five (05) years in Grade I of Class 2
and
(b) Shall have passed the efficiency bar examination prescribed for that grade
or
- (2) (a) Shall have completed active and satisfactory service period of five (05) years immediately preceding in Grade II of Class 2
and
(b) Shall have satisfied qualifications mentioned in 7.4.1.2.1
and
(c) Shall have passed the efficiency bar examination prescribed for that grade

7.4.2.2.4 Physical Fitness: All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

7.4.2.2.5 Other

- (a) Shall be a citizen of Sri Lanka
- (b) Shall have an excellent character
- (c) A candidate is considered to have satisfied the minimum qualifications for appearing for the competitive examinations for the recruitment to the service only if he/she has satisfied each and every way the qualifications mentioned in 7.4.2.2.3 as at the closing date of the gazette notification for calling applications.

7.4.2.3 Age: N/A

7.4.2.4 Method of Recruitment

7.4.2.4.1 Written Examination:

Subjects	Maximum Marks	Pass Marks
1. General Intelligence	100	40
2. Aptitude for ICT Management	100	40

(Syllabus is given in Schedule 7)

7.4.2.4.1.1 Authority for conducting Examination:

The Commissioner General of Examinations

7.4.2.4.2 Professional Test: N/A

7.4.2.4.3 Structured Interview: N/A

7.4.2.4.4 General Interview: Marks are not allocated

7.4.2.4.4.1 Objectives expected to be fulfilled: Verification of Qualification

7.4.2.4.4.2 Appointing Authority of the General Board of Interview: Public Service Commission

7.4.2.5 Method of Calling Applications:

Applications shall be called through an advertisement published in the gazette, public notice or an advertisement published on the website

08. Efficiency Bar Examination

8.1

Efficiency Bar Examination	When should the officer pass the Efficiency Bar Examination	Nature of the Efficiency Bar Examination Written Examination/ Professional Test/ Certificate Course/ Other
Class 3		
1 st Efficiency Bar Examination	Before the lapse three (03) years from the date of recruitment to Grade III of Class 3	A Written Examination (Schedule 8)
2 nd Efficiency Bar Examination	Before the lapse of three (03) years from the date of promotion to Grade II of Class 3	A Written Examination (Schedule 9)
3 rd Efficiency Bar Examination	Before the lapse of five (05) years from the date of promotion to Grade I of Class 3	A Written Examination and a Practical Test (Schedule 10)
Class 2		
1 st Efficiency Bar Examination	Before the lapse three (03) years from the date of recruitment to Grade II of Class 2	A Written Examination (Schedule 11)
2 nd Efficiency Bar Examination	Before the lapse five (05) years from the date of promotion to Grade I of Class 2	A Written Examination (Schedule 12)
Class 1		
1 st Efficiency Bar Examination	Before the lapse three (03) years from the date of recruitment to Grade III of Class 1	A Written Examination (Schedule 13)
2 nd Efficiency Bar Examination	Before the lapse three (03) years from the date of promotion to Grade II of Class 1	A Written Examination (Schedule 14)
3 rd Efficiency Bar Examination	Before the lapse five (05) years from the date of promotion to Grade I of Class 1	Information and Communication Technology Project Report (Schedule 15)

8.2 Efficiency bar examinations are held twice a year.

8.3 The Authority which holds the examinations relevant to efficiency bar: The above efficiency bar examination shall be conducted by the Commissioner General of Examinations or other appropriate institution/ Board of examination approved by Appointing / Administrative Authority.

09. Language proficiency

9.1

Language	Proficiency to be satisfied
01. Official language	Officers who have joined the service in a language other than any official language shall acquire proficiency in the prescribed official language within the period of probation.
02. Other official language	Proficiency at the relevant level shall be acquired as per Public Administration Circular 01/2014.
03. 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.

10. Grade Promotions

10.1 Promotion to Grade II of Class 3 from Grade III of Class 3

10.1.1 Employees who prove average performance

10.1.1.1 Qualifications to be satisfied

- (i) Shall have been confirmed in the post.
- (ii) Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade III of Class 3 of the service category and earned ten (10) salary increments.
- (iii) Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iv) Shall have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- (v) Shall have acquired the proficiency in other official language at the relevant level.
- (vi) Shall have passed the relevant efficiency bar examinations on due date.

10.1.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request to the Appointing Authority for promotion to Grade II of Class 3 by using the prescribed form, the promotion shall be made to Grade II of Class 3 by the Appointing Authority to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the Appointing Authority.

10.2 Promotion to Grade I of Class 3 from Grade II of Class 3

10.2.1 Employees who prove average performance

10.2.1.1 Qualifications to be satisfied

- (i) Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade II of Class 3 of the service category and earned ten (10) salary increments.
- (ii) Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iii) Shall have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- (iv) Shall have passed the relevant efficiency bar examination on due date.

10.2.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request to the Appointing Authority for promotion to Grade I of Class 3 by using the prescribed form, the promotion shall be made to Grade I of Class 3 by the Appointing Authority to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the Appointing Authority.

10.3 Promotion to Grade I of Class 2 from Grade II of Class 2

10.3.1 Employees who prove average performance

10.3.1.1 Qualifications to be satisfied

- (i) Shall have been confirmed in the post.
- (ii) Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade II of Class 2 of the service category and earned ten (10) salary increments.
- (iii) Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iv) Shall have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- (v) Shall have acquired the proficiency in other official language at the relevant level.
- (vi) Shall have passed the relevant efficiency bar examinations on due date.

10.3.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request to the Appointing Authority for promotion to Grade I of Class 2 by using the prescribed form, the promotion shall be made to Grade I of Class 2 by the Appointing Authority to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the Appointing Authority.

10.4 Promotion to Grade II of Class 1 from Grade III of Class 1

10.4.1 Employees who prove average performance

10.4.1.1 Qualifications to be satisfied

- (i) Shall have been confirmed in the post.
- (ii) Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade III of Class 1 of the service category and earned ten (10) salary increments.
- (iii) Shall have proved a performance at satisfactory level or above during the period of ten (10) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iv) Shall have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- (v) Shall have acquired the proficiency in other official language at the relevant level.
- (vi) Shall have passed the relevant efficiency bar examinations on due date.

10.4.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request to the appointing authority for promotion to Grade II of Class 1 by using the prescribed form, the promotion shall be made to Grade II of Class 1 by the appointing authority to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the appointing authority.

10.5 Promotion to Grade I of Class 1 from Grade II of Class 1

10.5.1 Employees who prove average performance

10.5.1.1 Qualifications to be satisfied

- (i) Shall have possessed a post graduate degree relevant to Computer Science/ Information Technology/ Computer Engineering Science or Degree related to Computer Technology from a University recognized by the University Grants Commission or an Institution recognized by the University Grants Commission.

- (ii) Shall have completed an active and satisfactory period of service for at least seven (7) years in Grade II of Class 1 of the service category and earned seven (7) salary increments.
- (iii) Shall have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- (iv) Shall have proved a performance at satisfactory level or above during the period of seven (7) years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (v) Shall have passed the relevant efficiency bar examinations on due date.

10.5.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request to the Appointing Authority for promotion to Grade I of Class 1 by using the prescribed form, the promotion shall be made to Grade I of Class 1 by the Appointing Authority to be effective from the date on which the employee satisfied qualifications after verifying these qualifications by the Appointing Authority.

Note: - When the promotions are made on average performance, the date of promotions of the officers who do not pass the efficiency bar examination on due date, shall be delayed an equal period of time he/ she delayed to pass the examination.

11. Appointment to posts

11.1

Post	Qualification	Method of selection
Posts in Grade I of Class 1	Being an officer in Grade I of Class 1	Appointments shall be made to the post on Seniority and Merit depending on the number of existing vacancies following a procedure (methodology) approved by the Public Service Commission according to the situation
Posts in Grade II of Class 1	Being an officer in Grade I or II in Class 1	
Posts in Grade III of Class 1	Being an officer in Grade I or II or III in Class 1	

(Posts belonging to Class 1 of Sri Lanka Information and Communication Technology Service are mentioned in Schedule 2)

11.2 Duties of the posts shall be entrusted by the Head of the Department on the basis of service requirement, seniority experience of the service in Class 2 and 3

11.3 Since the promotions are made depending on the number of combined posts, the Head of the Department shall reserve powers to engage the officer in a post belonging to the nearest Grade at such occasions where it is not possible to assign duties in a post in the same Grade.

12. Conditions relevant to the service

12.1 Training and Development

12.1.1 Induction training

Every officer recruited to the service shall complete an induction training of two weeks conducted by Sri Lanka Institute of Development Administration or any other training institute determined by the appointing authority on the approval and organization of appointing authority. This training shall be commenced from the date of appointment.

12.1.2 In-service training

In service training will provide the opportunity to an officer to improve professional skills constantly. It is expected to enhance the responsibilities and their professional progress relevant to three classes of the service. It is required to complete an in-service training of which the duration is not less than Forty (40) hours and organize annually for each class by Sri Lanka Institute of Development Administration or any other training institute determined by the Appointing Authority on the approval of the Head of the department where the officer serves/ Secretary of the Ministry.

13. Definitions and Interpretations:

- 13.1 The term "**Minute**" shall mean the Minute of the Sri Lanka Information and Communication Technology Service.
- 13.2 "**Administrative Authority**" shall mean the Secretary of Ministry of Public Administration and Home Affairs
- 13.3 "**Service**" shall mean the Sri Lanka Information and Communication Technology Service.
- 13.4 "**Satisfactory Period of Service**" shall mean the definition in the Procedural Rules of the Public Service Commission
- 13.5 "**Active Period of Service**" shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his post. However, all the periods on No Pay other than Maternity Leave approved by the government shall not be counted for the period of active service.

14. Absorption in to Grade System:

- 14.1 (a) Absorptions will be made as per the provisions in Public Administration Circular No. 04/2011 dated 15.02.2011, Public Administration Circular 04/2011 (i) dated 16.08.2012 and Public Administration Circular 04/2011(ii) dated 28.08.2014

15. Interim provisions

- 15.1 If there are officers who have not completed the efficiency bars as a result of the unavailability of efficiency bar in the procedure of recruitment in previous post or not mentioning provisions on efficiency bars in the letter of appoint, they shall complete the efficiency bar applicable to the due grade of the relevant class within the period of three (03) years from the date on which this service minute is published in the gazette.
- 15.2 The officers, who have been appointed to a post relevant to the field of Information and Communication Technology on or after 01.07.2007 on which absorption into Information and Communication Technology Service has been made, shall acquire the competency in other official language as mentioned in Public Administration Circular No. 01/2014.
- 15.3 Officers who are absorbed under the provisions stipulated in Section 14 shall be promoted to the next Grade considering their previous period of service as at the date on which they fulfil the requirements for each Grade as per the Grade promotions mentioned in Section 10 of this minute.

16. Transfers

Officers in the service are liable to be transferred which are made in line with an annual transfer procedure approved by the Public Services Commission. The Appointing Authority shall have the powers to transfer the officers to any area of the Island on exigency of service.

17. Other matters

- 17.1 This service minute shall be effective on the officers who are recruited or absorbed into Sri Lanka Information and Communication Technology Service. The posts and the grading of the posts belonging to Sri Lanka Information and Communication Technology Service should be as mentioned in Schedule 2.

- 17.2** The conditions in the Gazette Extraordinary No. 1589/30 dated 20.02.2009 on The Procedural Rules of the Public Service Commission and the provisions in the Establishments Code shall be applicable for every appointment.
- 17.3** These officers shall be subjected to the orders of the Public Service Commission, provisions in the Establishments Code, Financial Regulations and the Rules and/or Regulations imposed by the government from time to time.
- 17.4** Matters not provided for in the Minute shall be determined by the Public Service Commission.
- 17.5** In case of an inconsistency among the matters in Sinhala, Tamil and English versions, the Sinhala version shall come into force.
- 17.6** Policy clearance has been obtained for the revised Minute of Sri Lanka Information and Communication Technology Service, from the Cabinet of Ministers by the decision of the Cabinet of Ministers dated 24.10.2014 informed by the letter of the Secretary to the Cabinet of Ministers No CP/14/1317/523/027 dated 31.10.2014.

Schedule 1

(Refer paragraphs 4.6 of this minute)

1.1 Duties as per field of specialization

Field of Specialization	Role as per field of specialization
Information System (IS)	<ol style="list-style-type: none"> 1. Drafting designs of information and communication technology 2. Drafting policies of information and communication technology 3. Identification of information technological solutions for institutional information and communication technology requirements. (Requirement Analysis, System Analysis). Performing the preliminary activities related to designing of information technological solutions. (System Designing) 4. Conducting Technical evaluation relevant to the filed 5. Implementation/ evaluation of Information and Communication Technology Projects 6. Generation of information system reports for management requirements (MIS reports) 7. Coordinating, and maintaining links with internal/ external institutions for activities related to the specialized filed.
Information Technology (IT)	<ol style="list-style-type: none"> 1. Developing, testing, implementing and managing software for identified requirements.(Programming/ Development, Testing, Implementation and Maintenance) 2. Development, administration and maintenance of database- (Database Administration) 3. Performing the activities related to designing, updating, and maintenance of official websites any performing the key duties in this regard 4. Updating software so as to cater the requirements of the users. 5. Implementation of necessary actions for the safety of software and data. 6. Coordinating, and maintaining links with internal/external institutions for activities related to the specialized filed.
Computer Networks/ Security	<ol style="list-style-type: none"> 1. Development, administration, and maintenance of computer network (Network Administration) 2. Identifying the errors in computer hardware/ network hardware and taking action to rectify them and maintenance. 3. Administration in respect of internet/ e-mail facilities 4. Performing the activities related to computer networking, network security administration and performing the key duties in this regard. (Network Security Administration) 5. Coordinating, and maintaining links with internal/ external institutions for activities related to the specialized filed.

1.2 Classification of duties of fields of specialization as per the post

Designation	Duties of the post
Director Deputy Director Assistant Director	Implementing respective duties of fields of specialization, with or without a classification/ making optimum contribution in this regard and directing the officers in Class 2/ Class 3 of the service for the implementation.
Information and Communication Technology Officer	Implementing respective duties of fields of specialization, with or without a classification
Information and Communication Technology Assistant	Performing supportive tasks to implement respective duties of fields of specialization, with or without a classification

Note:-

- (i) Other tasks belonging to all the above fields of specialization and the field of Information and Communication Technology can be entrusted to an officer according to the class without any classification. The decision in this regard shall be taken by the present Head of the Department of the officer.

Schedule 2**List of designations belonging to Information and Communication Technology Service****Posts in Class 1****(a) Posts in Grade I of Class 1**

Designation	Institution to which the post belongs	Number of posts
Director (Information and Communication Technology)	1. President's Office	01
	2. Ministry of Higher Education	01
	3. Department of Census and Statistics	02
	4. Department of Inland Revenue	01
	5. Department of Elections	01

(b) Posts in Grade II of Class 1

Designation	Institution to which the post belongs	Number of posts
Deputy Director (Information and Communication Technology)	1. President's Office	01
	2. Department of Examinations	01
	3. Department of Railways	01
	4. Department of Census and Statistics	06
	5. Ministry of Health	01

(c) Posts in Grade II/III of Class 1

Designation	Institution to which the post belongs	Number of posts
Deputy Director/ Assistant Director (Information and Communication Technology)	1. Department of Inland Revenue	6
	2. Department of Technical Education Training	1
	3. Department of Registration of Persons	1
	4. Department of Pensions	1
	5. Ministry of Health – Medical Supply Unit	3

(d) Posts in Grade III of Class 1

Designation	Institution to which the post belongs	Number of posts
Assistant Director (Information and Communication Technology)	1. President's Office	02
	2. Office of the Cabinet of Ministers	01
	3. Ministry of Education	01
	4. Department of Educational Publications	01
	5. Department of Examinations	03
	6. Ministry of Health	03
	7. Epidemiology Unit	01
	8. Family Health Bureau	01
	9. Ministry of Public Administration and Home Affairs	02
	10. Department of Land use, Policy Planning	01
	11. Department of Surveys	01
	12. Department of Railways	02
	13. Department of Motor Traffic	02
	14. Department of Rubber Development	02
	15. Department of Elections	02
	16. Ministry of Public Management Reforms	01
	17. Department of External Affairs	01
	18. Ministry of Child Development and Women's Affairs	01
	19. Department of Government Printing	01
	20. Department of Labour	01
	21. Department of Agriculture	01
	22. Department of Post	02
	23. Department of Prisons	01
	24. Department of Census and Statistics	14
	25. Registrar General's Department	01
	26. Ministry of Land and Land Development	03
	27. Department of Commers	01
	28. Department of Information Technology Management	03
	29. Department of Irrigations	01

Schedule 3
Open Competitive Examination for recruitment to Grade III of Class 3 of Sri Lanka Information and Communication Technology Service

(Refer 7.2 of this Minute)

1. Name of the Examination:

Open Competitive Examination for recruitment to Grade III of Class 3 of Sri Lanka Information and Communication Technology Service

2. Details of the Examination: The examination is held in Sinhala, Tamil or English medium.

Question paper	Duration	Total marks	Pass mark
1. Information and Communication Technology	02 Hours	100	40
2. Aptitude	01 Hour	100	40

Note: This question paper has been designed to measure competency and skills of the candidate for the duties of the service. Even though, this is a competitive examination a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks will be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall be made strictly on the order of the merit in order to fill the number of vacancies allocated for the competitive examination.

3. Conducting authority: Commissioner General of Examinations shall hold the examination

4. Period of examination: On the requirement of filling vacancies

5. Syllabus for the examination :

Name of the question paper	Syllabus
1. Information and Communication Technology	The paper shall consist of structured and multiple choice questions to measure the knowledge on Information Technology from the fields such as General knowledge on Information and Communication Technology, operational systems, software (including word processing, spread sheets, data base management) hardware, internet and e-mail. All the questions should be answered
2. Aptitude	The paper shall consist of fifty (50) multiple and short answering type questions to measure the ability on statistics, critical reasoning and general knowledge. All the questions should be answered.

6. These regulations and provisions shall be revised according to the requirement. Candidates shall be vigilant on the Gazette Notification published from time to time for the information on the examination and syllabus.

Schedule 4

Open Competitive Examination for recruitment to Grade II of Class 2 of Sri Lanka Information and Communication Technology Service
(Refer 7.3.1 of this Minute)

1. Name of the Examination:

Open Competitive Examination for recruitment to Grade II of Class 2 of Sri Lanka Information and Communication Technology Service

2. Details of the Examination: The examination shall be held in Sinhala, Tamil or English medium.

Question paper	Duration	Total marks	Pass mark
1. Information and Communication Technology	2 hours	100	40
2. Aptitude	1 hour	100	40
3. General Intelligence	1 hour	100	40

Note:

This question paper has been designed to measure competency and skills of the candidate for the duties of the service. Eventhough, this is a competitive examination a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks will be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall be made strictly on the order of the merit in order to fill the number of vacancies allocated for the competitive examination.

3. Conducting authority: Commissioner General of Examinations shall hold the examination on behalf of the Director General

4. Period of examination: On requirement of filling vacancies

5. Syllabus for the examination:

Name of the question paper	Syllabus
1. Information and Communication Technology	This paper shall consist to measure the knowledge and ability on supervision from the fields such as principles on Information and Communication Technology, computer architecture and operating systems, software (word processing, spread sheets, presentations, database management, software packages applied in offices) hardware, data communication and computer network, internet, web designing, new internet services, e-mail and life cycle of the projects of Information and Communication Technology.
2. Aptitude	The paper shall consist of questions to measure the ability on statistics, critical reasoning. The question paper shall consist of fifty (50) questions of multiple choice and short answers and all the questions should be answered.
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.

6. These regulations and provisions shall be revised according to the requirement. Candidates shall be vigilant on the Gazette Notification published from time to time for the information on the examination and syllabus.

Schedule 5

Limited Competitive Examination for recruitment to Grade II of Class 2 of Sri Lanka Information and Communication Technology Service

(Refer 7.3.2 of this Minute)

1. Name of the Examination:

Limited Competitive Examination for recruitment to Grade II of Class 2 of Sri Lanka Information and Communication Technology Service

2. Details of the Examination: Shall be held in Sinhala, Tamil or English medium.

Question paper	Duration	Total marks	Pass mark
1. Aptitude	01 hour	100	40
2. Case Study on Information and Communication Technology	02 hours	100	40

Note: This question paper has been designed to measure competency and skills of the candidate for the duties of the service. Eventhough, this is a competitive examination a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks will be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall be made strictly on the order of the merit in order to fill the number of vacancies allocated for the competitive examination.

3. Conducting authority: Commissioner General of Examinations shall hold the examination.

4. Period of examination: On requirement of filling vacancies

5. Syllabus for the examination:

Name of the question paper	Syllabus
1. Aptitude	This paper shall consist of questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence. The question paper shall consist of fifty (50) questions of multiple choice and short answers and all the questions should be answered
2. Case Study on Information and Communication Technology	It is expected to measure the creative thinking and the ability for solving problems of the candidates giving a case/ cases combining one or several problems in relation to Information and Communication Technology filed of the public service in association with the practice of Public Service relevant to Procedural Rules of Public Service Commission and Financial Regulations.

6. These regulations and provisions shall be revised according to the requirement. Candidates shall be vigilant on the Gazette Notification published from time to time for the information on the examination and syllabus.

Schedule 6

Open Competitive Examination for recruitment to Grade III of Class 1 of Sri Lanka Information and Communication Technology Service
(Refer 7.4.1 of this Minute)

1. Name of the Examination:

Open Competitive Examination for recruitment to Grade III of Class 1 of Sri Lanka Information and Communication Technology Service

2. Details of the Examination: Shall be held in Sinhala, Tamil or English medium.

Question paper	Duration marks	Total marks	Pass
1. General Intelligence	01 hour	100	40
2. ICT Comprehension	02 hours	100	40
3. Aptitude for ICT Management	02 hours	100	40

Note:

This question paper has been designed to measure competency and skills of the candidate for the duties of the service. Even though, this is a competitive examination a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks will be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall be made strictly on the order of the merit in order to fill the number of vacancies allocated for the competitive examination.

3. Authority for conducting examination: The Commissioner General of Examination shall conduct the examination.

4. Time frame of conducting the examination: On requirement of filling vacancies

5. Syllabus of the examination

Name of the Question Paper	Syllabus
1. 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. All questions should be answered.
2. ICT Comprehension	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. All questions should be answered.
3. Aptitude for ICT Management	This paper is designed to assess the candidate's aptitude for sound ICT Management with latest trends in ICT using the knowledge in software development installation and maintenance. All questions should be answered.

6. These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published time to time, in order to obtain full information on the examination and the syllabus.

Schedule 7

Limited Examination for recruitment to Grade III of Class 1 of Sri Lanka Information and Communication Technology Service

(Refer paragraph 7.4.2 of this minute)

1. Name of the examination:

Limited examination for recruitment to Grade III of Class 1 of Sri Lanka Information and Communication Technology Service

2. Details of the Examination :

Shall be held in Sinhala, Tamil or English medium

Question Paper	Duration	Total marks	Pass mark
1. General Intelligence	1 hour	100	40
2. Aptitude for ICT Management	2 hours	100	40

Note:

This question paper has been designed to measure competency and skills of the candidate for the duties of the service. Even though, this is a competitive examination a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks will be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall be made strictly on the order of the merit in order to fill the number of vacancies allocated for the competitive examination.

3. Authority for conducting examination: The Commissioner General of Examinations shall conduct the examination.

4. Time frame of conducting the examination: On requirement of filling vacancies

5. Syllabus of the examination:

Name of the Question Paper	Syllabus
1. 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. All questions should be answered.
2. Aptitude for ICT Management	It is expected to assess the ability for problem solving and the critical thinking capacity, knowledge in Information communication technology of candidate in relation to practice in public service relevant to Establishments Code, procedural rules of the Public Service Commission and Financial Regulations through a case/ cases constructed connecting one or several issues in relation to various environments of Public Service in Information and Communication Technology. All questions should be answered.

6. These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published time to time, in order to obtain full information on the examination and the syllabus.

Schedule 8

Efficiency Bar Examination prescribed for Grade III of Class 3 of Sri Lanka Information and Communication Technology Service

(Refer paragraph 8.1 of this minute)

1. **Name of the examination:** First efficiency bar examination for officers in Class 3 of Sri Lanka Information and Communication Technology Service
2. **Details of the Examination:**

Question Paper	Duration	Total marks	Pass mark
1. Establishments Code	01 hour	100	40
2. Financial Regulations	01 hour	100	40

Note:-

- (a) Officers may appear separately for each subject at different occasions
- (b) Candidates shall answer two question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of they obtained education or in an official language.
3. **Authority for conducting examination:** The Commissioner General of Examinations or any other appropriate institution determined by the appointing authority shall conduct the examination.
4. **Time frame of conducting the examination:** Shall be held twice a year
5. **Syllabus of the examination :**

Name of the Question Paper	Syllabus
1. Establishments Code	It is expected to test basic knowledge and understanding of the candidate on regulations of Establishments Code and Procedural Rules of the Public Service Commission.
2. 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 basis knowledge of store keeping.

6. These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published by the Public Services commission time to time, in order to obtain full information on the examination and the syllabus.

Schedule 9

Efficiency Bar Examination prescribed for Grade II of Class 3 of Sri Lanka Information and Communication Technology Service

(Refer paragraph 8.1 of this minute)

1. **Name of the examination :**

Second efficiency bar examination for officers in Class 3 of Sri Lanka Information and Communication Technology Service

2. Details of the examination :

Question Paper	Duration	Total marks	Pass mark
1. Office Systems and Procedures	2 hours	100	40
2. Information and Communication Technology	3 hours	100	40

Note:

- Officers may appear separately for each subject at different occasions
- Candidates shall answer two question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of they obtained education or in an official language.

3. Authority for conducting examination: The Commissioner General of Examinations or any other appropriate institution determined by the appointing authority shall conduct the examination on behalf of the Director General.

4. Time frame of conducting the examination: Shall be held twice a year

5. Syllabus of the examination :

Name of the Question Paper	Syllabus												
1. 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.												
2. Information and Communication Technology	<p>It is expected to test the knowledge of the candidates on the wider application of ICT and the common concepts ICT in public offices. 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. The question paper shall consist of two parts</p> <table><tr><th>Question paper</th><th>Duration</th><th>Marks</th></tr><tr><td>Paper I- Multiple Choice Questions</td><td>1 hour</td><td>40</td></tr><tr><td>Paper II- Essay Type Questions</td><td>2 hours</td><td>60</td></tr><tr><td>Total marks</td><td></td><td>100</td></tr></table>	Question paper	Duration	Marks	Paper I- Multiple Choice Questions	1 hour	40	Paper II- Essay Type Questions	2 hours	60	Total marks		100
Question paper	Duration	Marks											
Paper I- Multiple Choice Questions	1 hour	40											
Paper II- Essay Type Questions	2 hours	60											
Total marks		100											

6. These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published in time to time, in order to obtain full information on the examination and the syllabus.

Schedule 10

Efficiency Bar Examination for officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service

(Refer paragraph 8.1 of this minute)

1. Name of the examination :

Third efficiency bar examination for officers in Class 3 of Sri Lanka Information and Communication Technology Service

2. Details of the Examination :

Question Paper	Duration	Total marks	Pass mark
1. Information and Communication Technology- Written Test	01 hour	50	20
2. Information and Communication Technology- Practical Test	01 hour	50	20

Note:

Candidates shall answer two question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, written test shall be answered in the language medium of they obtained education or in an official language.

3. Authority for conducting examination: The Commissioner General of Examinations or any other appropriate institution determined by the appointing authority shall conduct the examination.

4. Time frame of conducting the examination: Shall be held twice a year

5. Syllabus of the examination:

Name of the Question Paper	Syllabus
1. Information and Communication Technology - Written Test	(i) Application of software for office activities and knowledge in this regard (ii) Knowledge in computer networking (iii) Knowledge in identification and rectification of errors in computer Software/ Hardware
2. Information and Communication Technology- Practical Test	(i) Practical knowledge in using software for office activities (ii) Practical Knowledge in computer networking (iii) Practical knowledge in identification and rectification of errors in computer Software/ Hardware

6. These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published time to time, in order to obtain full information on the examination and the syllabus.

Schedule 11

Efficiency Bar Examination prescribed for Grade II of Class 2 of Sri Lanka Information and Communication Technology Service

(Refer paragraph 8.1 of this minute)

1. Name of the Examination :

First Efficiency Bar examination for officers in Class 2 of Sri Lanka Information and Communication Technology Service

2. Details of the Examination :

Question Paper	Duration	Total marks	Pass mark
1. Establishments Code	2 hours	100	40
2. Financial Regulations	2 hours	100	40

Note:-

- (a) Officers may appear separately for each subject at different occasions
 - (b) Candidates shall answer two question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of they obtained education or in an official language.
3. **Authority for conducting examination :** The Commissioner General of Examinations or any other appropriate institution determined by the appointing authority shall conduct the examination.
 4. **Time frame of conducting the examination :** Shall be held twice a year
 5. **Syllabus of the examination :**

Name of the Question Paper	Syllabus
1. Establishments Code	It is expected to test the general knowledge of the officer on provisions in Establishments Code/ Procedural rules of the Public Service Commission and his/her ability to apply his/her knowledge practically. This paper shall be prepared based on Chapters of Volume I and Volume II of the Establishments Code and Procedural rules of the Public Service Commission.
2. 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 basis knowledge of store keeping.

6. These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published time to time, in order to obtain full information on the examination and the syllabus.

Schedule 12

**Efficiency Bar Examination prescribed for Grade I of Class 2 of Sri Lanka
Information and Communication Technology Service
(Refer paragraph 8.1 of this minute)**

1. **Name of the Examination :**
Second efficiency bar examination for officers in Class 2 of Sri Lanka Information and Communication Technology Service
2. **Details of the Examination :**

Question Paper	Duration	Total marks	Pass mark
1. Office Systems and Procedures	2 hours	100	40
2. ICT and e-Government	3 hours	100	40

Note:

- (a) Officers may appear separately for each subject at different occasions
 - (b) Candidates shall answer two question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of they obtained education or in an official language.
3. **Authority for conducting examination:** The Commissioner General of Examinations or any other appropriate institution determined by the appointing authority shall conduct the examination.
 4. **Time frame of conducting the examination:** Shall be held twice a year
 5. **Syllabus of the examination :**

Name of the Question Paper	Syllabus												
1.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 the same.												
2. ICT and e-Government	<p>The question paper shall consist of two parts</p> <table><tr><th>Question paper</th><th>Duration</th><th>Marks</th></tr><tr><td>Paper I- Multiple Choice Questions</td><td>1 hour</td><td>40</td></tr><tr><td>Paper II- Essay Type Questions</td><td>2 hours</td><td>60</td></tr><tr><td>Total marks</td><td></td><td>100</td></tr></table> <p>Question paper shall be prepared so as to cover following subject fields</p> <p>(a) Information and Communication part of the paper consists of basic elements of IT project life cycle such as systems analysis, systems design, software 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.</p> <p>(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 e-Government systems, basic elements of ICT</p>	Question paper	Duration	Marks	Paper I- Multiple Choice Questions	1 hour	40	Paper II- Essay Type Questions	2 hours	60	Total marks		100
Question paper	Duration	Marks											
Paper I- Multiple Choice Questions	1 hour	40											
Paper II- Essay Type Questions	2 hours	60											
Total marks		100											

6. These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published time to time, in order to obtain full information on the examination and the syllabus.

Schedule 13

Efficiency Bar Examination prescribed for Grade III of Class 1 of Sri Lanka Information and Communication Technology Service

(Refer paragraph 8.1 of this minute)

- Name of the Examination:** First efficiency bar examination for officers in Class 1 of Sri Lanka Information and Communication Technology Service
- Details of the Examination :**

Question Paper	Duration	Total marks	Pass mark
1. Establishments Code and Administration	03 hours	100	40
2. Financial Regulations and Public Sector Financial Management	03 hours	100	40
3. Management and Organization	03 hours	100	40

Note:

- Officers may appear separately for each subject at different occasions
- Candidates shall answer two question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of they obtained education or in an official language.
- Authority for conducting examination:** The Commissioner General of Examinations or any other appropriate institution determined by the administrative authority shall conduct the examination.
- Time frame of conducting the examination:** Shall be held twice a year
- Syllabus of the examination:**

Name of the Question Paper	Syllabus
1. Establishments Code and Administration	<p>One question paper based on following</p> <ul style="list-style-type: none"> (i) Offices and field work organizing, and organizing methods (ii) Following chapters of the Establishments Code: I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII (iii) Procedural Rules of Public Services Commission
2. Financial Regulations, and Public Sector Financial Management	<p>One question paper based on following</p> <ul style="list-style-type: none"> (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, Warrants and Impress 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 and functions (c) Internal Audit (d) Public Expenditure Planning and Management, Identification of Organizational Objectives and Functions, Identification of Government Policies, Goals, Targets and the 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 Procurement Boards and Technical Evaluation Committees, Procurement Evaluation Procedure, Management of Donor Funded Projects.
3. Management and Organization	<p>One question paper based on following</p> <ul style="list-style-type: none"> (a) The principles of management and organization (b) The Application of these principles to problems and issues in the public sector (c) The modern tools and techniques of management

6. These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published time to time, in order to obtain full information on the examination and the syllabus.

Schedule 14

Efficiency Bar Examination prescribed for Grade II of Class 1 of Sri Lanka Information and Communication Technology Service

(Refer paragraph 8.1 of this minute)

1. **Name of the examination:** Second efficiency bar examination holds for officers in Class 1 of Sri Lanka Information and Communication Technology Service
2. **Details of the Examination:**

Question Paper	Duration	Total marks	Pass mark
1. Office Management	01 hour	100	40
2. e-Government Concept and Information Technology Management	01 hour	40	16
Question Paper I- Multiple choice	01 hour	60	24
Question Paper II- Essay type			

Note:-

- (a) Officers may appear separately for each subject at different occasions
- (b) Candidates shall answer two question papers in the language medium in which they sat the examination to enter the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers shall be answered in the language medium of they obtained education or in an official language.
3. **Authority for conducting examination:** The Commissioner General of Examinations or any other appropriate institution determined by the administrative authority shall conduct the examination.
4. **Time frame of conducting the examination:** Shall be held twice a year
5. **Syllabus of the examination:**

Name of the Question Paper	Syllabus
1. Office Management	Providing answers based on a given case in relation to management of human and physical resources of an office in public sector.
2. e-Government Concept and Information Technology Management Question Paper I- Multiple Choice Question Paper II- Essay type	<p>(a) e-government concepts will consist of evolution of the e-Government system, its' stages, Basic elements of e-Government, e-Services and e-Government projects, state Information and Communication Technology Infrastructure, critical success factors of e-Government, e-Government Management Interoperability and Service Oriented Architecture.</p> <p>(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.</p>

6. These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published time to time, in order to obtain full information on the examination and the syllabus.

Schedule 15

Efficiency Bar Examination prescribed for Grade I of Class 1 of Sri Lanka information and Communication Technology Service

(Refer paragraph 8.1 of this minute)

- Name of the Examination :** Third Efficiency Bar examination for officers in Class 1 of Sri Lanka Information and Communication Technology Service.
- Details of the Examination :**

Question Paper	Duration	Total marks	Pass mark
1. Information and Communication Technology Project			
I. Project Report		60	30
II. Presentation of Project Report	30 minutes (for presentation to the panel of examiners and for giving answers)	40	20

- Authority for conducting examination:** Institution determined by the administrative authority shall conduct the examination
- Time frame of conducting the examination:** Shall be held twice a year

5. Syllabus of the examination:

Name of the Question Paper	Syllabus
1. Information and Communication Technology Project	
I Project Report	Preparation of a project report of not less than Fifteen thousand (15,000 words) related to the subject filed of Information and Communication Technology, which can be practically applied to enhance the productivity of offices of public sector in Sri Lanka.
II Presentation of Project Report	Presentation to the panel of examiners and answering the questions raised by the panel of examiners

- These regulations and provisions shall be revised as per the requirement. The candidate shall pay attention to the Gazette Notifications published time to time, in order to obtain full information on the examination and the syllabus.