

## **PROVINCIAL PUBLIC SERVICE COMMISSION - WESTERN PROVINCE**

### **Open Competitive Examination for Recruitment of Class 2 of Grade II of Information and Communication Service of Western Provincial Public Service – 2018**

APPLICATIONS are hereby called from qualified individuals as per this notification for open competitive examination for recruitment to the posts in filed/ office based service category 1 of Grade II of Class 2 of Information and Communication Technology/ Service under information and communication service scheme of Western Provincial Public Service.

#### *02. Number of Vacancies and Effective Date of Appointments :*

This examination is being conducted for selection of qualified individuals to be recruited for 5 vacancies for which approval has been granted. Western Provincial Public Service Commission has the final decision of recruiting for current vacancies or for the vacancies that occur in future. Further, number of appointments and effective date of appointment will be determined by Western Provincial Public Service Commission.

#### *03. Service Conditions :*

- (i) This post is Permanent, Pensionable. You should adhere to the policy decisions taken by the government regarding the pension scheme that you are entitled for.
- (ii) Qualified candidate to be recruited for this post will be appointed subjecting to a probationary period of three years.
- (iii) After being recruited to the post, should pass efficiency bar examinations as per service scheme of information and communication technology of Western Provincial Public Service and language proficiency should be obtained.

- (iv) You should discharge the obligations and responsibilities of your duty conforming to all rules, regulations, orders and procedures that will be imposed by the Hon. Governor of Western Province with regard to the Western Provincial Public Service. Also, you will be subjected to the provisions of the Establishment Code of the Democratic Socialist Republic of Sri Lanka and Western Provincial Council, Code of Procedural Rules of the Western Provincial Council, Financial Regulations of the Government and Western Provincial Council, other regulations issued by Western Provincial Public Service Commission, circulars and instructions and amendments issued from time to time with regard to them.

04. *Salary Scale :*

The Salary scheme for this post will be the salary scale of Rs. 36,585-10x660-11x775-15x930- Rs. 65,440 (MN 6-2016) as per No. 3/2016 and the first schedule of Government Administrative Circular dated 25.02.2016. But that salary will be paid to you according to the provisions of second schedule of that relevant circular.

05. *Common qualifications should be completed as follows :*

- (a) Should be a citizen of Sri Lanka.
- (b) Should be a permanent resident of Western Province for a continuous period of 03 years immediately preceding the closing date of applying.
- (c) Age limit must be not less than 21 years and not more than 35 years (The maximum age limit will not be applicable if the applicant is already in Public or Provincial Public Service).
- (d) All the qualifications that are stated in this notification to be recruited for this post must be fulfilled by 17.08.2018 and should be of excellent character.

06. *Educational and other qualifications should be fulfilled as follows :*

- (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 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 with 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 postgraduate 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

- (4) (i) Shall have obtained National Vocational Qualification (NVQ) Level Seven (07) in the field of Information Technology recognized by Tertiary and Vocational Education Commission ;

AND

- (ii) Having professional experience of 02 years in relevant field.

07. *Details of Examination :*

Open competitive examination consists of three question papers. This examination is conducted in Sinhala, Tamil and English mediums and the medium applies will not be allowed to change later. Since this is a competitive examination, a candidate is required to obtain at least forty percent (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 strictly be made on the order of the marks scored in order to fill the number of vacancies allocated for the competitive examination.

<i>Question Paper</i>	<i>Total Marks</i>	<i>Time</i>	<i>Pass Marks</i>
1. Information and Communication Technology	100	02 hours	40
2. Aptitude Test	100	01 hours	40
3. General Knowledge	100	01 hours	40

08. *Syllabus for Examination :*

<i>Name of Question Paper</i>	<i>Syllabus</i>
1. Information and Communication Technology	The paper shall consist to thoroughly measure the knowledge and ability on supervision in the fields such as principles on Information and Communication Technology, Computer architecture and operating systems/ software (word processing, spread sheets, presentation, database management and other software packages used in offices) hardware, knowledge on Information and Communication Technology for the productive implementation of the e-government concept, knowledge on system analysis, design, testing, implementation and maintenance, communication and computer networks, internet, designing websites and new internet, Services e-mail, life cycle of the projects of Information and Communication Technology.
2. Aptitude Test	The paper shall consist of questions to measure the ability on statistics and critical reasoning. The question paper shall consist of 50 questions of multiple choice and short answers and all the questions should be answered.
3. General Knowledge	It is expected to assess the level 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.

09. The town that examination is supposed to held ; - Colombo

10. *Examination Fee :*

Every applicant must pay an examination fee to Western Provincial Council. The examination fee for this examination is Rs. 600.00. That examination fee should be paid in cash to any of the Divisional Secretary's Office with in the Western Province on or before the closing date of applications as to be credited to the Western Provincial Revenue Heading 20-03-02-99 and the receipt obtained should be affirmed firmly to required field of the application. Retaining a photocopy will be useful. The fee paid for this examination will not be refunded fully or in half under any circumstances. Further, stamps or money orders will not be accepted for examination fee.

11. *Method of Applying :*

- (a) Application should be in conformity with the attached specimen application given in should be self-prepared and filled using both sided of the A4 size paper, No.; 01 to No; 04 paragraphs should be on the first page an the paragraphs from No; 5 onwards should be on other pages. Applications that are not in conformity with the specimen application form and applications with incomplete information will be rejected without prior notice. Candidates are supposed to bear the loss of sending incomplete applications. Retaining a photo copy of the application with you will be useful.
- (b) When preparing applications, the name of the examination at the heading must be stated in English on Sinhala applications and Tamil applications.
- (c) Completed application form should be sent by **Registered Post** to “Secretary, Provincial Public Service Commission (W. P.), No. 109, Maha Veediya, Battaramulla” so as to reach on or before 17.08.2018. The top-left hand corner of the envelope containing the application should clearly bear the words **Open Competitive Examination for Recruitment of Class 2 of Grade II Information and Communication Service of Western Provincial Public Service – 2018**. Any application received after this date will not be accepted.
- (d) Western Provincial Public Service Commission will allow all applicants who have applied according to the qualifications in the notice and prepared and paid the relevant examination fee under the pre assumption of fulfilling all the qualifications. Incomplete applications in every way will be rejected without any notice. Any complain will not be considered regarding being lost or late all the post. Issuing an admission will not be considered as qualifying for this post. If it is revealed at the time of interview that the applicant that the applicant does not possess the required qualifications, his/ her candidature will be revoked.
- (e) It will not be informed that the applications are being received. As soon as the admissions are issued, it will be published by notice on the official web site of Western Provincial Public Service Commission [www.psc.wp.gov.lk](http://www.psc.wp.gov.lk). If the admission is not received after 02 days of such notice it should be informed to Western Provincial Public Service Commission as stated in the notice. Should be inquired from Western Provincial Public Service Commission with the photo copies of application and receipt with the receipt of registering the letter stating the name, address NIC number and the name of the examination.
- (f) Signature of the applicant should have been attested by an authorized officer. Applicant appearing from any institution should have got his signature attested by the Head of the Institution or an officer authorized by him and other applicants should have got their signature attested by the Principal of a government school/ retired officer, Grama Niladhari of the relevant division, Justice of Peace, Commissioner of Oaths, Attorney-at-law, Notary Public, Commissioned officer of three forces, an officer of government or provincial government or permanent staff officer grade drawing an annual consolidated salary of Rs. 498,960.00 or above chief incumbent of a Buddhist temple or a priest of any other denomination in charge of a religious place or member of the Clergy holding a high position.

12. *Entry to Examination :*

- (a) Western Provincial Public Service Commission will issue admission cards to all applicants whose accurate applications have been received. An applicant who sit the examination must face the examination at the required examination center and on the first day should produce the admission to the supervisor. An applicant that fail to produce his/ her admission will not be permitted to sit for examination.

- (b) Candidates are subjected to the rules and conditions regulated by the Western Provincial Public Service Commission regarding conducting the examination. They will be subjected to a punishment prescribed by the Western Provincial Public Service Commission in case of breach of such rules or conditions.

13. *Identity of Applications* : A candidate will be required to prove his/her identity at the examination hall to the satisfaction of supervisor for each subject offered. For this purpose, any of the following documents can be produced to supervisor :

- (i) National Identity Card issued by Department of Registration of Persons.
- (ii) A valid Passport issued by Department of Immigration and Emigration.

14. *Furnishing false information* :

If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false with in his knowledge or if he has willfully suppressed any material fact, he/ she will be liable to be dismissed from Public Service.

15. *Examination Method* :

- (i) This examination is conducted in Sinhala, Tamil and English mediums.
- (ii) An applicant should answer every question paper at the examination in one language medium.

16. Publishing the list including the names of qualified applicants from this examination will be done by Western Provincial Public Service Commission by informing candidates in private, by post or through official web site of Western Provincial Public Service Commission, [www.psc.wp.gov.lk](http://www.psc.wp.gov.lk).

17. Western Provincial Public Service Commission has the final decision regarding the relevant facts that are disclosed/undisclosed by this application calling notification.

18. If there is any inconsistency in the translations of English and Tamil translations of this newspaper notification Sinhala medium notification shall prevail.

19. This notification and specimen application for is published also on official web site of Western Provincial Public Service Commission, [www.psc.wp.gov.lk](http://www.psc.wp.gov.lk).

M. G. A. Thilakarathna,  
Secretary,  
Provincial Public Service Commission,  
Western Province.

Western Provincial Public Service Commission Office,  
No. 109,  
Maha Weediya, Battaramulla.

Specimen Application

**Open Competitive Examination for Recruitment to Grade II of Class 2 of Information and  
Communication Technology Service of Western Provincial Public Service - 2018**

(For Official Use)

\* Medium of Examination :

Sinhala - 2   
Tamil - 3   
English - 4

(Indicate the relevant number in the box)

- 1.0 1.1 Name in Full (In English Block Capitals) : \_\_\_\_\_.  
(E. g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Last name with initials at the end (In English Block Capitals) : \_\_\_\_\_.  
(E. g. : GUNAWARSDHANA , H. M. S. K.)
- 1.3 Name in Full (In Sinhala/ Tamil) : \_\_\_\_\_.
- 1.4 National Identity Card Number :
- 2.0 2.1 Permanent Address (In English Block Capitals) : \_\_\_\_\_.
- 2.2 Permanent Address (In Sinhala/ Tamil) : \_\_\_\_\_.
- 2.3 Address to which admission should be sent : \_\_\_\_\_.
- i. In Sinhala/ Tamil : \_\_\_\_\_.
- ii. In English Block Capitals : \_\_\_\_\_.
- 2.4 Telephone Number : \_\_\_\_\_.
- 3.0 3.1 Gender - (write the relevant number in the box)  
Male - 0   
Female - 1
- 3.2 Permanent resident district of applicant - Colombo - 1   
Gampaha - 2   
Kaluthara - 3 (Write relevant number in the cage)
- 3.3 Divisional Secretary's Division : \_\_\_\_\_.
- 3.4 Duration of permanent residency in Western Province : \_\_\_\_\_.
- 3.5 Are you a Sri Lankan citizen by birth or by registration? \_\_\_\_\_.
- 4.0 4.1 Civil Status - Married -2, Unmarried - 1   
(Write relevant number in the cage)
- 4.2 Date of Birth Year:     Month:   Date:
- 4.3 Age as at the closing date of applications : Years:   Months:   Days:
- 5.0 Educational qualifications as per no. 06 of application calling notification :  
i. \_\_\_\_\_  
ii. \_\_\_\_\_
- 6.0 Have you ever been convicted from a court for any charge?  
(Put  $\surd$  mark in relevant cage) Yes  No   
If "Yes", mention details :: \_\_\_\_\_.

- 7.0 Details of the receipt of payment of examination fee :
- i. Divisional Secretariat to which examination fees was paid : \_\_\_\_\_.
  - ii. Number and date of the receipt :: \_\_\_\_\_.
  - iii. Amount paid :: \_\_\_\_\_.

Affix the receipt here firmly

8.0 *Certificate of candidate :*

- (a) I hereby declare that the above mentioned herein is true and correct according to my knowledge. I agree to bear the losses of not completing and/ or erroneously completing. All the sections here are duly completed.
- (b) I am aware that if the declaration made by me is found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) Further, I will adhere to the rules and regulations of Western Provincial Public Service Council and I hereby agree to accept the decisions of cancelling my candidature if proved ineligible for the examination conditions.
- (e) I will not change any of the information furnished here later.

Date .....

.....;  
Signature of Applicant

09. Attestation of the applicant's signature -

I hereby certify that Mr. /Mrs./ Miss ..... who submits this application is known to me personally, he/ she placed his/her signature in my presence on ..... and further he/ she has paid the due examination fee and has affixed the receipt.

.....  
Signature and official seal of officer  
attesting the signature

Date : .....

Name of the Officer Attesting the Signature : .....

Designation : .....

Address : .....