

## Public Service Commission

### Notification on calling applications to appoint an officer for the Post of Director (Information and Communication Technology) of Sri Lanka Information and Communication Technology Service of the Prime Minister's Office

Applications are called from the officers in Grade 1 of Class I of Sri Lanka Information and Communication Technology Service to fill 01 vacancy in the post of Director (Information and Communication Technology) in this Office.

02. Application prepared in line with Annex 02 of the Public Administration Circular No. 28/2019 dated 12.09.2019 issued on the order of the Public Service Commission should be submitted to the Secretary, Prime Minister's Office by registered post or by hand on or before 14.02.2024. On the top left corner of the envelop in which the application is sent, the words "**Application for Director (Information and Communication Technology)**" should be indicated.

Address which the applications should be sent:

Secretary  
Prime Minister's Office  
58, Sir Ernest de Silva Mawatha  
Colombo 07

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

04. Detailed marking Scheme of the interview

	<b>Titles to which the Marks are awarded</b>	<b>Maximum Marks</b>
<b>01</b>	<b><u>Service Experience - 60</u></b>	
	I. 05 marks for a year of an active and satisfactory service in the Grade relevant to the post and 02 1/2 marks for a period less than one year but more than 06 months. No marks shall be given for a period less than 06 months.	50
	II. 02 marks of each year of prior experience (Maximum of 05 years) relevant to the requirement of the Information and Communication Technology of the institution (Deputy/ Assistant Director) and 01 mark for a period more than 06 months. No marks shall be given for a period less than 06 months.	10

**I. Educational Qualifications**

In addition to the basic qualifications considered for the recruitment of officers to the service, qualifications relevant to the specialization categories in the Service Minute of Information and Communication Technology Service or qualifications relevant to the post to which the applications are called shall only be considered.

- a) Postgraduate Degree - 15 Marks
  - b) Postgraduate Diploma - 10 Marks
- Marks shall be awarded only for the highest qualification.

**II. Professional Qualifications**

- (a) (i) For a Diploma in Information and Communication Technology with the duration of at least one year or above - 10

(Local/ Foreign)

- (ii) For courses in the same field with the duration of 06 months or above but less than one year - 05

- (b) Internationally recognized Professional Certifications determined by the institution relevant to the post, without considering the duration as per above 2(II) a (i)

- Ex-
- 1) BCS/ACS
  - 2) Microsoft Certifications
  - 3) Sun Certifications
  - 4) Cisco Certifications
  - 5) Open Source Certifications
  - 6) etc...

**III. Special Tasks/ Contributions**

Marks are awarded for innovations, improvements and achievements, awards, appreciations relevant to the field of Information and Communication Technology.

- (a) Innovations, improvements, achievements or awards - 02 marks each for maximum 05 such tasks - 10 marks
- (b) Maximum 05 marks are given for a maximum of 05 appreciations (01 mark for each) certified by the Secretary of the Ministry/ Head of the Institution submitted via Form General 230b and once an applicant obtains the maximum 05 marks he or she can obtain remaining 05 marks for the qualifications mentioned under III (a) as well.

Examples for the qualifications mentioned under III (a) above

- 1) Software Designing/ Development
- 2) Network Administration
- 3) System Administration
- 4) Data Base Administration
- 5) General ICT Tasks & etc

N. B.

- ❖ Innovations, improvements should be certified by the Head of the Institution as the own work of the applicant.
- ❖ Formal certificates should be submitted to verify the awards and achievements.

**IV. Skills proved at the Interview**

- a) Leadership - 02 Marks
- b) Communication Skills - 02 Marks
- c) Professional Courtesy - 01 Mark

05

On the order of the Public Service Commission

Date: 30.01.2024

**Sgd: Anura Dissanayake**  
Secretary to the Prime Minister  
Prime Minister's Officer  
58, Sir Ernest De Silva Mawatha  
Colombo 07

Telephone No :+94 11 2575311  
Fax :+94 11 2575310  
Email :secpm@pmoffice.gov.lk



**Prime Minister's Office**

**Application for the Post of Director (Information and Communication Technology) of Sri Lanka Information and Communication Technology Service**

**Part (A) - Should be filled by the officer**

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

<b>Class/ Grade</b>	<b>Period of Service</b>
Grade I of Class 1	
Grade II of Class 1	
Grade III of Class 1	

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

<b>Post Graduate Degree/ Post Graduate Diploma</b>	<b>Year</b>	<b>University</b>	<b>Subjects</b>

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

<b>Special Tasks performed/ Contributions/Achievements</b>	<b>Description</b>	<b>Certificate of the Head of the Institution Available/ Not Available</b>

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

Date : .....

.....  
Signature of the Applicant  
Designation and Official Frank

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

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

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

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

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