

**Open Competitive Examination for Recruitment to Class 3- Grade III of Western
Provincial Information and Communication Technology Service -2018**

- 1.0 Applications are called from Sri Lankan citizens who are qualified for the Open Competitive Examination for Recruitment to Class 3- Grade III of Western Provincial Information and Communication Technology Service.
- 2.0 As per the Scheme of Examination mentioned below, under No. 07, applicants who have completed qualifications based on the merit according to the result of a written test that will be conducted by the Office of the Chief Secretary –Western Province or an institution for which the power will be delegated, shall be selected and appointed for the posts of Class 3- Grade III of Western Provincial Information and Communication Technology Service.
- 3.0 Here, the total number of vacancies that is expected to be filled is 14. The active date of the appointment is decided by the Chief Secretary of Western Province. The Chief Secretary of Western Province has the power not to fill a certain number of vacancies or all the vacancies.
- 4.0 Salary – The monthly salary scale relevant for the grades of 3-III, 3-II and 3-I of Western Provincial Information and Communication Technology Service is, Rs.29,840 -10 x 300 - 11 x 350 -10 x 560 - 10 x 660 -Rs.48,890/- (MT 01- 2016)
- 5.0 This post is permanent and pensionable. (You should be subject to the policy decisions taken by the government in future regarding the pension scheme.)
- 6.0 Qualifications - Following qualifications are relevant for recruiting to the Class 3- Grade III of Western Provincial Information and Communication Technology Service.
 - a. Should be a citizen of Sri Lanka
 - b. Applicants should have an excellent character
 - c. Should certify the permanent and continuous residence in Western Province minimum for a period of three immediate years by the closing date of applications.
 - d. The fact that the applicant has fulfilled the minimum qualification to sit for the competitive examination which is for appointing for this service, will be accepted only if the applicant has completed the qualifications in every aspect by the closing date of applications.

- e. (i) Not less than 18 years of age and not more than 35 years of age as at the closing date of applications.
(ii) Applicants that complete qualifications while in permanent posts of Western Provincial Public Service should not have completed 45 years of age by the closing date of applications.

f. Educational Qualifications:

01. Passing six (06) subjects, with five (05) credit passes for the subjects including Language, Mathematics and English from G.C.E. Ordinary Level Examination (O/L) in one sitting.

g. Professional Qualifications:

Having followed a computer/ Information Technology course that is accepted by Tertiary and Vocational Education Commission, minimum of National Vocational Qualifications – Level 5 or a higher level.

7.0 Scheme of Examination:-

7.1 The examination comprises of two question papers. This examination will be conducted in Sinhala, Tamil or English mediums. The requested medium is not allowed to change afterwards.

7.2 Subjects of the examination and the marks allocated for each subject are mentioned below.

	Subject	Marks	Duration
(i)	Information and Communication Technology – Written Test	100	Two Hours
(ii)	Aptitude Test	100	One Hour
	Total Marks		

Information and Communication Technology – Written Test

This question paper is consisted of structured and multiple choices questions (MCQ) that test the knowledge on Information Technology in the fields of the applicants' general knowledge on information and communication technology, Operating systems, software (Including Word Processing, Spreadsheets, Management of Data bases) hardware and Internet & Electronic Mail. All the questions should be answered.

Aptitude Test :

This question paper contains questions that test the statistical ability of the applicant and knowledge on logical explanations. It is consisted of 50 questions that require short answers and multiple choices questions. All the questions should be answered.

Note:

These question papers are made to test the applicants' eligibility and ability of engaging in official affairs. Even though this is a competitive examination, in order to get qualified for obtaining an appointment, an applicant should obtain at least 40% marks for each subject out of the marks allocated for each subject and at least 50% marks out of the total mark of the examination. Appointments shall be made strictly in order of merit as per the marks scored, subjecting to the number of vacancies allocated for the competitive examination.

7.3 The result sheet, in which the names of passed candidates are included, will be published in the website of Personnel and Training Unit (www.mdtu.wpc.gov.lk) considering a number of vacancies that is expected to be filled. In addition to this, the Chief Secretary will provide a result sheet that includes marks and merits achieved for each subject to all the applicants who sat for the examination.

8.0 Penalties for furnishing false information: - Accurate information should be provided carefully in the act of filling the application. If a candidate is found to be ineligible as per the regulations pertaining to this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If the particulars furnished by a candidate are found to be false, he or she is liable for dismissal from Western Provincial public service.

9.0 Examination Fee: - Examination fee is Rs.600/-. This can be paid at any Divisional Secretariat located in Western Province to the credit of Revenue Head of Western Province **20-03-02-99**. (Miscellaneous Revenue). The receipt issued for the name of the applicant for making this payment should be sent with the application form having pasted it firmly on the relevant cage of the application. It would be advisable to retain a photocopy of the receipt. The examination fee shall not be refunded for any reason and money orders and stamps are not accepted.

10.0 Application Forms:- Should be prepared using A4 size papers,

- a) Mentioning the paragraphs from No.01- No.03 in the first page,
- b) Mentioning paragraphs from No.04 and ahead in other pages
- c) In the act of preparing application forms, name of the examination mentioned in its head should be mentioned in English medium in Sinhala Applications in addition to Sinhala language, in English medium in Tamil applications in addition to Tamil language.

Applications prepared without adhering to the given specimen application form, incomplete and inaccurately filled applications that have not made the examination fee before the due date, will be rejected without any notice. The loss caused by not completing the application form duly should be borne by the applicant himself/herself. It is advisable to keep a photocopy of the application and the applicant should check whether the application that is filled is made with adherence to the specimen application form indicated in the examination notification. If not, the application form may be rejected.

10.1 Based on the presumption that only those who fulfill necessary qualifications as per the qualifications specified in the gazette notification have applied for this, admissions are issued by the Chief Secretary of Western Province to all the applicants who have duly paid the examination fee and submitted completed applications in every hand on or before the due date, to sit for the competitive examination. Issuance of an admission card to a candidate for the examination should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to be appointed for this post. In the process of checking qualifications in the interview, if it is revealed that the required qualifications specified in the gazette notification are absent, the candidature of that person will be cancelled.

10.2 Mention “ **Open Competitive Examination for Recruitment to Class 3-Grade III of Western Provincial Information and Communication Technology Service -2018**” in the top left hand corner of the envelop that carries the application form.

10.3 The signature of the applicant should have been attested by a principal of a government school, Justice of Peace, Commissioner of Oaths, Notary Public, Commissioned Officer of Three Forces, an officer who bears a post in Police service (Published in the Gazette), public officer who bears a permanent post in public service with an annual salary of Rs. 240,360 or higher.

10.4 Duly completed applications should be sent by registered post on or before ...11.../...06.../2018 to reach the following address.

Deputy Chief Secretary (Personnel and Training Unit)
Office of the Chief Secretary (W.P)
“Sravasthi Mandiraya”, 32,
Sir Marcus Fernando Mawatha,
Colombo 07.

11.0 Admission to the examination:- A notification mentioning the issuance of admission will be published in the website of Personnel and Training Unit (www.mdtu.wpc.gov.lk) as soon as the admissions are issued to applicants. In case of not receiving an application even after a week of publishing that notification, inform the Chief Secretary of Western Province regarding that, following the manner specified in the notification.

4.0. Educational Qualifications:

4.1. G.C.E. (O/L) Examination

4.1.1. Description on G.C.E. (O/L) Examination : (First Time)

- i. Year and month of the Examination :
- ii. Index No. :
- iii. Results

Subject	Grade

4.1.2. Description on G.C.E. (O/L) Examination : (Second Time)

- i. Year and month of the Examination :
- ii. Index No. :
- iii. Results

Subject	Grade

4.2. Description on G.C.E. (A/L) Examination :

- i. Year and month of the Examination :
- ii. Index No. :
- iii. Results

Subject	Grade

4.3. If a degree has been obtained from a recognized university,

- i. University :
- ii. Degree :
- iii. Year of the examination :
- iv. Main Subjects :

5.0. Professional Qualifications

- 5.1. Name of the computer course followed :.....
- 5.1.1. Institution :.....
- 5.1.2. Year :.....
- 5.1.3. Duration of the Course :.....

6.0. Have you ever been offended by a Court for any offence? (Indicate “√” mark in the relevant cage.)
(If so, please give details)

Yes No

7.0. Description of the receipt of paying the examination fee.

- i. Divisional Secretariat for which the payment was made:
- ii. Receipt No. and the Date :.....
- iii. Amount of money paid :.....

Paste the Receipt here firmly.

8.0. Certification of the Applicant

- a) I declare that the details provided by me herein are true and correct to the best of my knowledge. I agree to bear any loss causes as a consequent of not filling certain parts of this application and/or filling the application inaccurately. I further declare that all the sections of this application have been filled accurately and the receipt that bears No and dated.....of paying examination fee has been affixed.
- b) If this statement, made by me is found false, I am aware of the fact that I am subject to be considered as ineligible before the appointment and for the dismissal after the appointment.
- c) Further, I declare that I am subject to the rules and regulations imposed by the Commissioner General of Examination in conducting this examination
- d) I shall not alter any information mentioned herein afterwards.

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Name of the Applicant

Date:

9.0. Attestation of the Applicant’s signature:

I certify that Mr./Mrs./Miss. who forwards this application is personally known to me and he/she placed his/her signature in the presence of me on and the examination fee has been duly paid and the receipt has been affixed.

.....

Signature of the Attester

10.0 Recommendation of the Head of the Department : (Relevant only for public officers)

I certify that Mr./Mrs./Miss.....who forwards this application is in service at this department bearing a permanent and pensionable post and has completed relevant qualifications for applying for this post in terms of the Examination Notification. I certify that he/she can be released from the current post in case of been selected for that post.

.....
Signature of the Head of the Department
(Place the Official Frank)

Date: