

OFFICE OF THE CABINET OF MINISTERS

Notice Calling for Applications for the appointment to the Post of Deputy Director, Class I Grade II of the Sri Lanka Information and Communication Technology Service

APPLICATIONS are called for one (01) vacant post of Deputy Director (Information and Communication Technology) in the Office of the Cabinet of Ministers, from officers in Class I Grade II of the Sri Lanka Information and Communication Technology Service.

02. Applications prepared as per the specimen form given at the end of this notification in terms of Annex - 02 of Public Administration Circular No. 28/2019 dated 12.09.2019 issued in accordance with the order of the Public Service Commission should be sent by registered post or by hand to reach the Secretary to the Cabinet of Ministers on or before **02.10.2023**. The words "Application for the post of Deputy Director (Information and Communication Technology)" should be written on the top left hand corner of the envelop enclosing the application.

Address to which applications should be sent : Secretary to the Cabinet of Ministers,
Office of the Cabinet of Ministers,
Lloyd's Building,
Sir Barron Jayathilaka Mawatha,
Colombo 01.

03. Appointment to the post of Deputy Director (Information and Communication Technology) of the Office of the Cabinet of Ministers will be made by the Public Service Commission as per the merits at the Interview which is to be conducted by a Board of Interview approved by the said Commission in accordance with the Service Minute of the Sri Lanka Information and Communication Technology Service promulgated by the Extraordinary *Gazette* Notification No. 2050/43 dated 22.12.2017 of the Democratic Socialist Republic of Sri Lanka and the provisions of the Public Administration Circular No. 28/2019 dated 12.09.2019.

04. The detailed Marking Scheme of the above interview is given below.

By order of the Public Service Commission.

Secretary to the Cabinet of Ministers.

Office of the Cabinet Ministers,
Lloyd's Building,
Sir Barron Jayathilaka Mawatha,
Sir Barron Jayathilaka Mawatha,
Colombo 01.

Telephone No. : 011 2329620/011 2422438

Fax No. : 0112323730

Email : info@cabinetoffice.gov.lk

	<p>(II) Professional Qualifications</p> <p>a. (i) For a Diploma Course of at least one year or more related to the field of Information and Communication Technology (Local/Foreign) - 10 marks</p> <p>(ii) For courses of 06 months or more but less than 01 year related to the said field - 05 marks</p> <p>Note The following internationally recognized professional certifications will be considered under 02 (II)a. (i) above, irrespective of the course duration.</p> <ol style="list-style-type: none"> 1. BCS/ACS 2. Microsoft Certifications 3. Sun Certifications 4. Cisco Certifications 5. CISSP Certifications <p>(III) Special Performances/Contributions</p> <p>Marks will be given as follows for Innovations, Developments and Achievements, Awards and Commendations relevant to the field of Information and Communication Technology.</p> <p>(a) 02 marks each for a maximum of 05 items for each Innovation, Development, Achievement or Award covering the following fields - 10 marks.</p> <ol style="list-style-type: none"> 1. Software Design/Development 2. Network Administration 3. System Administration 4. Data Base Administration 5. General Information and Communication Technology Tasks & etc. 	10	
<i>Serial No.</i>	<i>Titles of Testing and Marking</i>	<i>Maximum Marks</i>	<i>Total Marks</i>
	<p>(c) A maximum of 05 marks will be given at the rate of one mark for each Commendation (only for a maximum of 05 commendations) submitted in General Form 230 B and certified by the Secretary to the Ministry/Head of Department. An applicant having received the maximum marks given for commendations could obtain the rest of the 05 marks set out under (III)a above as well.</p> <p>Note</p> <ul style="list-style-type: none"> • It should be certified by the Head of Department that the innovations, developments have been done by the applicant himself. • Formal certificates should be submitted to authenticate that the awards and achievements have been obtained by the applicant himself. <p>(IV) Competency shown at the Interview</p> <ol style="list-style-type: none"> a. Leadership - 02 marks b. Communication skills - 02 marks c. Professional politeness - 01 mark 	05	
	Total		100

OFFICE OF THE CABINET OF MINISTERS

Application for the appointment to the Post of Deputy Director Class I Grade II of the Sri Lanka Information and Communication Technology Service.

Part (A) - Should be filled by the Applicant.

1. Full Name : Mr./Mrs./Miss.
2. Date of Birth :
3. National Identity Card No. :
4. Period of Service :

<i>Class/Grade</i>	<i>Period of Service</i>
Class I Grade I	
Class I Grade II	
Class I Grade III	

5. Present Post and Area of work :

6. Educational Qualifications :
Details of Postgraduate Degree/Postgraduate Diploma

<i>Postgraduate Degree/ Postgraduate Diploma</i>	<i>Year</i>	<i>University</i>	<i>Subject</i>

7. Professional Qualifications :
8. Special duties performed :

<i>Service performed and special duties rendered/contributions/ achievements</i>	<i>Description</i>	<i>Certification of the Head of the Department, yes/No</i>

I do hereby certify that the particulars given above are true and correct.

Date :

.....
Signature of Applicant,
Designation and Official Stamp.

- I. Whether the officer has completed active and satisfactory period of service of 03 years immediately preceding the date of calling for applications : Yes/No
- II. Whether the officer has earned increments for the 03 years immediately preceding the date of calling for applications : Yes/No
- III. Whether the officer has been subjected to any disciplinary offence within the 03 years immediately preceding the date of calling for applications : Yes/No
- IV. Whether disciplinary action has been initiated or contemplated against the officer : Yes/No
- V. Particulars of leave obtained during the preceding 03 years :

<i>Serial No.</i>	<i>Year</i>	<i>Full Pay Leave</i>	<i>Half Pay Leave</i>	<i>No Pay Leave</i>

I hereby inform that the particulars furnished above are correct according to the personal file of the officer and if the officer is selected to the post applied for, he/she could be released with/without a successor or on the basis of a successor being provided later.

Date :

.....
 Signature of the Head of Department/Institution
 Designation and the Official Stamp.

Part (B) - Should be filled by the Head of the Department.