

377

SERVICE MINUTE OF THE NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

01. Effective Date

This Service Minute shall come into force with effect from 01.01.2013. The existing service minute for this service which was approved by the Hon.Governor, Northern Province in 2010 will be ceased from this date.

02. Definitions

- 2.1 The term “**Minute**” shall mean the Service Minute of the Northern Provincial Information and Communication Technology Service.
- 2.2 The term “**Hon. Governor**” shall mean the Governor of Northern Province.
- 2.3 The term “**Chief Secretary**” shall mean the Chief Secretary of Northern Province.
- 2.4 The term “**Service**” shall mean the Northern Provincial Information and Communication Technology Service.
- 2.5 The term “**Commission**” shall mean the Provincial Public Service Commission of the Northern Province.
- 2.6 The term “**Period of Satisfactory Service**” means a period during which a public officer has earned all the salary increments due to him by efficient and diligent discharge of his duties, by passing over the efficiency bars due on him on the prescribed dates and by fulfilling the qualifications required for his confirmation and has not committed any punishable offence(According to Public Service Commission Guideline for preparing Scheme of Recruitment).
- 2.7 The term “**Period of Active Service**” shall mean the actual period served by the officer engaged in the duties assigned to him /her 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.
- 2.8 The term “**Due Date**” means the date on which the respective efficiency bar is due to be passed over. In grade promotions, officers who pass over their efficiency bars on or before the due date are entitled to have promotions as set out in the schemes of recruitment. The date of promotion of officers who do not pass over their efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being belated for passing over of such efficiency bars.

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Page 1 of 29

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03. Appointing Authority

3.1 Grade III,II,I in Class 3 of Information and Communication Technology Service - Deputy Chief Secretary- Administration, Northern Province

3.2 Grade II,I in Class 2 of Information and Communication Technology Service - Secretary, Provincial Public Service Commission, Northern Province.

04. Particulars on the Category of Service

4.1 Category of Service : Management Assistant - Technological - Segment -3
Field/ Office based officers

4.2 Grade : (a) Grade III of *Class 3*
Grade II of *Class 3*
Grade I of *Class 3*

(b) Grade II of *Class 2*
Grade I of *Class 2*

4.3 General definition on the role entrusted to:

The role of Northern Provincial 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 field, 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 specialty in Information and Communication Technology is included in *Schedule 01*.

05. Nature of the Post/ Posts: Permanent and Pensionable

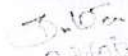
06. Salary

6.1 Salary Code : Management Assistant-Technological-Segment 3 : MT 01-2006-A
Field/Office based officers : MN 06-2006-A

6.2 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

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6.3 Initial salary step applicable to grading system:

Grade	Salary code and Initial Salary Step	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

07. Posts belonging to Service

7.1 Name of Approved title of posts, Approved Cadre and Tasks Entrusted

Approved Designations	Approved Grades for the post	Approved Cadre (as per year 2013)	Tasks
Information and Communication Technology Assistant	Grade III, II, I of Class 3	05	Mentioned in Schedule 01
Information and Communication Technology Officer	Grade II, I of Class 2	02	

7.2 Absorption will be made as per the Provision in Public Administration Circular No.04/2011 dated 15.02.2011, Public Administration Circular No.04/2011(I) dated 16.08.2012 and Public Administration Circular No.04/2011(II) dated 28.08.2014.

08. Terms and Conditions of Service

8.1 This service minute shall be effective for the officers who are recruited or absorbed into Northern Provincial Information and Communication Technology Service. The Posts and the grading of the posts belonging to Northern Provincial Information and Communication Technology service should be as mentioned in *Schedule 02*.

8.2 The officers who are recruited externally shall be subjected to a probationary period of 03 years. After passing the Efficiency Bar Examination given in section 10, if their duties and conduct have been proved satisfactory during the period of probation, such officers will be confirmed in Northern Provincial Information and Communication Technology Service at the end of the probationary period.

Those officers who are appointed through internal promotion schemes shall be subjected to acting appointment for a specific period in terms of Section 11.3, Chapter II of the Establishments Code and, if their duties and conduct have been proved satisfactory during the period of acting appointment, such officers will be confirmed in Northern Provincial Information and Communication Technology Service at the end of the acting appointment period.

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8.3 The conditions in the Gazette extra ordinary No 1817/30 dated 03.07.2013 on the Northern Provincial Public Service Procedural Regulations Code and the provisions in the Establishments Code shall be applicable for every appointment.

8.4 The officer will be subjected to the rules, regulations, orders and procedures enacted by the Public Service Commission for the Public Service. Similarly, officer will be subjected to the financial regulations, the provisions of Establishment Code, conditions stipulated in the Northern Provincial Public Service Procedural Regulations Code published in the Gazette extra ordinary No 1817/30 dated 03.07.2013 and the provisions, Provincial Financial Regulations and Other Government regulations, circulars, instructions and amendments issued thereto from time to time.

09. Method of Recruitment

9.1 Recruitment Percentage:

<i>Class and Grade</i>	<i>Stream</i>	<i>Percentage</i>
Grade III of Class 3 of Northern Provincial Information and Communication Technology Service	Open	100%
	Limited	-
Grade II of Class 2 of Northern Provincial 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 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.

9.2 Recruitment to Grade III of Class 3 of Northern Provincial Information and Communication Technology Service

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9.2.1 Recruitment under Open Stream

9.2.1.1 Grade at Recruitment: *Grade III of Class 3*

9.2.2 Qualifications

9.2.2.1 Educational Qualifications

Shall have passed six(06) subjects with five(05) credit passes including Tamil/Sinhala Language, Mathematics and English Language at the General Certificate of Education (O/L) Examination at one sitting.

9.2.2.2 Professional Qualifications

Shall have followed a Computer/ Information Technology course at least level five (05) of National Vocational Qualification (NVQ) or above

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qualification recognized by the Tertiary and Vocational Education Commission (TVEC).

9.2.2.3 Experience : Not Applicable.

9.2.2.4 Physical fitness

All the candidates shall have the physical and mental fitness to serve in any part of the Srilanka and to perform the duties of the post.

9.2.2.5 Other Qualifications

a) The candidate should be a citizen of Sri lanka.

b) Candidate should have had at least three(03) years of continuous permanent residence in the Northern Province within the six(06) years immediately prior to the last date of closing of applications. (Voters list should be submitted to prove the permanent residence.)

or

Applicant or his/her parents should have been born in the Northern Province and should have had at least five(05) years of continuous permanent residence in the Northern Province. (Voters list should be submitted to prove the permanent residence.)

Note :

No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it shall remain irrevocable.

c) Candidates should be of good moral character.

d) 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 all the way the qualifications mentioned in 9.2.2.1,9.2.2.2 and 9.2.3 as at the closing date of calling for application.

9.2.3 Age

9.2.3.1 Minimum Age Limit : Not less than 18 Years

9.2.3.2 Maximum Age Limit : Not more than 35Years

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9.2.4 Method of Recruitment:

9.2.4.1 Written Examination:

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

(Syllabus is given in *Schedule 03*)

9.2.4.1.1 Authority for conducting examination:

The Commissioner General of Examinations/Provincial Public Service Commission.

9.2.4.2 Professional Test : Not Applicable

9.2.4.3 Structured Interview : Not Applicable

9.2.4.4 General Interview : No Marks shall be allocated

9.2.4.4.1 Objectives expected to be fulfilled: verification of qualification

9.2.4.4.2 Authority for appointing the board of General Interview:

Appointing Authority

9.2.5 Method of Calling Applications

Applications shall be called through an advertisement published in the Government Gazette or Public notices (newspapers) or an advertisement published on the Northern Provincial website or any other appropriate manner by Provincial Public Service Commission, Northern Province.

9.3 Recruitment to Grade II of Class 2 of Northern Provincial Information and Communication Technology Service

9.3.1 Recruitment under Open Stream

9.3.1.1 Grade at Recruitment: *Grade II of Class 2*

9.3.1.2 Qualifications

9.3.1.2.1 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

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degree should be comprised of Computer Science / Information Technology).

and

- ii. Shall have obtained a Postgraduate 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 Postgraduate 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 atleast 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 Information Technology field in a Government/Semi Government Institution/ any other recognized institution approved by the Tertiary and Vocational Education Commission(TVEC).

9.3.1.2.2 Professional Qualification : Not Applicable

9.3.1.2.3 Experience : Not Applicable

9.3.1.2.4 Physical Fitness

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

9.3.1.2.5. Other Qualifications

- a) The candidate should be a citizen of Sri Lanka.
- b) Candidate should have had at least three (03) years of continuous permanent residence in the Northern Province within the six(06) years immediately prior to the last date of closing of applications. (Voters list should be submitted to prove the permanent residence.)

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or

Applicant or his/her parents should have been born in the Northern Province and should have had at least five(05) years of continuous permanent residence in the Northern Province. (Voters list should be submitted to prove the permanent residence.)

Note :

No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it shall remain irrevocable.

- c) Candidates should have an good moral character.
- d) 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 all the way the qualifications mentioned in 9.3.1.2.1 and 9.3.1.3 as at the closing date of calling for application.

9.3.1.3.Age

- 9.3.1.3.1 Minimum Age Limit : Not less than 21 Years
9.3.1.3.2 Maximum Age Limit : Not more than 35 Years

9.3.1.4 Method of Recruitment:

9.3.1.4.1 Written Examination

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

(Syllabus is given in *Schedule 04*)

9.3.1.4.1.1 Authority for conducting Examination:

The Commissioner General of Examinations/Provincial Public Service Commission, Northern Province.

9.3.1.4.2 Professional Test : Not Applicable

9.3.1.4.3 Structured Interview : Not Applicable

9.3.1.4.4 General Interview : No marks shall be allocated

9.3.1.4.4.1 Objectives expected to be fulfilled: Verification of Qualifications

9.3.1.4.4.2 Authority for appointing the board of General interview: Appointing Authority

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9.3.1.5 Method of Calling Applications

Application shall be called through an advertisement published in the gazette or public notice (newspaper) or an advertisement published on the Northern provincial website.

9.3.2 Recruitment under Limited Stream

9.3.2.1 Grade at Recruitment: *Grade II of Class 2*

9.3.2.2 Qualifications:

9.3.2.2.1 Educational Qualifications: Not Applicable

9.3.2.2.2 Professional Qualifications: Not Applicable

9.3.2.2.3 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 in service.

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 9.3.1.2.1 of this service minute.

9.3.2.2.4. Physical fitness

All the candidates shall have the physical and mental fitness to serve in any part of the Northern Province and to perform the duties of the post.

9.3.2.3 Age : Not Applicable

9.3.2.4 Method of Recruitment:

9.3.2.4.1 Written Examination

Subjects	Maximum Marks	Passable Marks
1. Aptitude	100	40
2. Case study on Information and Communication Technology	100	40

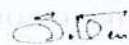
(Syllabus is given in *Schedule 05*)

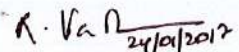
9.3.2.4.1.1 Authority for conducting Examination:

The Commissioner General of Examinations/ Provincial Public Service Commission, Northern Province.

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Page 9 of 29


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9.3.2.4.2 Professional Test : Not Applicable

9.3.2.4.3 Structured Interview : Not Applicable

9.3.2.4.4 General Interview : Applicable. (No marks shall be allocated)

9.3.2.4.4.1 Objectives expected to be fulfilled:

Verification of Qualifications

9.3.2.4.4.2 Authority for appointing the board of General Interview: Appointing Authority

9.3.2.5 Method of Calling Applications :

Application shall be called through an advertisement published in the gazette or public notice (newspaper) or an advertisement published on the Northern Provincial website.

10. Efficiency Bar Examination

10.1 Details of Efficiency Bar Examination

Efficiency Bar Examination	When should the officer pass the Efficiency Bar Examination	Nature of the Efficiency Bar Examination Written Examination/Professional Test/ Certificate Courses/other
Class 3		
1 st Efficiency Bar Examination	Before the lapse of three (03) years from the date of recruitment to Grade III of Class 3	A Written Examination (Schedule 6)
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 07)
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 08)
Class 2		
1 st Efficiency Bar Examination	Before the lapse of three (03) years from the date of recruitment/ appointment to Grade II of Class 2	A Written Examination (Schedule 09)
2 nd Efficiency Bar Examination	Before the lapse of five (05) years from the date of Promotion to Grade I of Class 2	A Written Examination (Schedule 10)

10.2 Efficiency bar Examinations are held twice a year.

10.3 The Authority which holds the examination relevant to Efficiency Bar: The above Efficiency Bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority.

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11. Language Proficiency

<i>Language</i>	<i>Proficiency to be acquired</i>
Official Language	Officers who have joined the service in a language other than any official language shall acquire proficiency in one of the prescribed official language within the period of probation.
Other Official Language	Proficiency at the relevant level shall be acquired as per Public Administration Circular 01/2014 and other circulars issued subsequently.
Link Language	Officers who are recruited to Grade II of Class 2 shall obtain a credit pass at G.C.E (O/L) within a period of three years (3) from the date of appointment.

12. Grade Promotions

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

12.1.1 Employees who prove average performance


12.1.1.1 Qualifications to be satisfied

- (i) Shall have been confirmed in the post.
- (ii) Shall have completed an active and satisfactory period of service for atleast 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(05) 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.

12.1.1.2 *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 (GP/G/1), 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 qualification after verifying these qualifications by the Appointing Authority.

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Page 11 of 29


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12.2. Promotion to Grade I of Class 3 from Grade II of Class 3

12.2.1 Employees who prove average performance

12.2.1.1 Qualification to be satisfied

- (i) Shall have completed an active and satisfactory period of service for atleast 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(05) years immediately preceding the date of promotion.
- (iv) Shall have passed the relevant efficiency bar examination on due date.

12.2.1.2 Method of Promotion

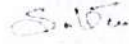
When Officers who have satisfied the required qualifications make a request to the Appointing Authority for promotion to Grade I of Class 3 by using the prescribed form(GP/G/1), the promotion shall be made to Grade I of Class 3 by the Appointing Authority to be effective from the date on which the employee satisfied qualification after verifying these qualifications by the Appointing Authority.

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

12.3.1 Employees who prove average performance

12.3.1.1 Qualifications to be satisfied

- (i) Shall have been confirmed in the post.
- (ii) Shall have completed an active and satisfactory period of service for atleast ten (10) years in Grade II of Class 2 of the Service Category and earned 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(05) 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.


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12.3.1.2 Method of Promotion

When Officers who have satisfied the required qualification make a request to the Appointing Authority for promotion to Grade 1 of Class 2 by using the prescribed form(GP/G/1), the promotion shall be made to Grade 1 of Class 2 by the Appointing Authority to be effective from the date on which the employee satisfied qualification 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.

13. Conditions relevant to the service

13.1 Training and Development

13.1.1 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.

13.1.2 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 two 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.

14. Absorption

14.1 Absorption of the posts specially related to the subject of Computer/Information Technology and the officers who have already been formerly appointed to such post that is entitled for the salary scale of MN 1-2006A will be made to the Northern Provincial Information and Communication Technology Service when the officers have exercised their option to be absorbed into Northern Provincial Information and Communication Technology service in the following manner:

14.1.1 The officers who have exercised their option to be absorbed into Northern Provincial Information and Communication Technology Service and have satisfied the qualification prescribed in the section 9.2.2.1 and 9.2.2.2 of the


Northern Provincial Information and Communication Technology Service Minute will be absorbed.

14.1.2 The Officers who have exercised their option to be absorbed into Northern Provincial Information and Communication Technology Service, but have not satisfied the Professional qualification as per section 9.2.2.2 of the service minute, shall be absorbed into Northern Provincial Information and Communication Technology Service through an exam to test the IT Knowledge conducted by Provincial Public Service Commission, NP

The above absorption will be made under the provisions given below:

- (i) An application in accordance with the form given in the First Appendix (*Appendix I*) to the Minute should be submitted by those exercise their option to be absorbed through the head of the institution.
- (ii) The applications received by Head of Institutions should be sent to the Deputy Chief Secretary - Administration of Office of the Deputy Chief Secretary- Administration, NP within a month from the date of approval of this Minute by the Honorable Governor, Northern Province.
- (iii) Action should be taken by the Head of the institutions to furnish any other necessary documents or particulars required by the Office of the Deputy Chief Secretary- Administration.
- (iv) Provincial Public Service Commission will take the action to hold a qualifying test for exemption from the requirement of satisfying the professional qualifications (mentioned in 9.2.2.2 of this Service Minute) for absorption into Grade III in Class 3 of Northern Provincial Information and Communication Technology Service.
- (v) Action will be taken to issue a formal letter of appointment to officers absorbed into service by the Appointing Authority, when they fulfill the requirement under section 14.1 of this minute.
- (vi) Salary after the absorption will be determined in accordance with the Section 4 Chapter VII of the Establishments Code.
- (vii) It is the responsibility of the applicants and the Head of Institutions to state correctly relevant facts of the applicants such as the post held at present, the salary drawn at present, nature of duties and responsibilities of the post, the minimum educational and professional qualifications required by the Scheme of recruitment to the post held at present and the educational and professional qualifications possessed by the applicant, since the absorption is made based on these facts.

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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 appointment, 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 approved by the Hon.Governor, NP

15.2 The Officers, who have been appointed to a post relevant to the field of Information and Communication Technology on or after 01.01.2013 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 fulfill the requirements for each grade as per the Grade promotions mentioned in Section 12 of this minute.

16. Transfers

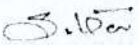
Officers in the service are liable to be transferred which are made in line with an annual transfer procedure approved by the Appointing Authority. The Appointing Authority shall have the powers to transfer the officers to any area of the Northern Province on exigency of service.

17. Matters not provided

Any Matters not provided for in the Service Minute shall be determined by the Hon. Governor, Northern Province.

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Provincial Public Service Commission
Northern Province

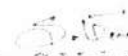

Mrs. S. Mohanathan
Deputy Chief Secretary
Office of the Deputy Chief Secretary - Administration
Northern Province

Schedule 01

**Duties as per field of specialization
(Refer paragraph 4.3 of this Minute)**

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 field. 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 field.
Information Technology(IT)	<ol style="list-style-type: none"> 1. Developing, testing, implementing and managing software for identified requirements.(Programing/ 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 and 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 field.
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 field.

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Mrs. S. Mohanathasan
 Deputy Chief Secretary
 Office of the Deputy Chief Secretary - Administration
 Northern Province


 24/01/2017
R. Varathalingam
 Secretary
 Provincial Public Service Commission
 Northern Province

Classification of duties of fields of specialization as per the post

Refer paragraph 7.1 of this Minute

Designation	Duties of the Post
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: 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 02

LIST OF POST INCLUDED IN THE NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Refer paragraph 8.1 of this Minute)

Note : Number of Approved Cadre will be as per the approval given by the Director General of Management Services.

Information and Communication Technology Officer II/I

<u>Name of the Post</u>	<u>Institution to which the Post is assigned</u>	<u>Number of Approved Cadre (as per year 2013)</u>
Information and Communication Technology Officer II/I	IT Unit	02

Information and Communication Technology Assistant III/II/I

<u>Name of the Post</u>	<u>Institution to which the Post is assigned</u>	<u>Number of Approved Cadre (as per year 2013)</u>
Information and Communication Technology Assistant III/II/I	IT Unit	05

Schedule 03

**OPEN COMPETITIVE EXAMINATIONS FOR RECRUITMENT TO GRADE III OF
CLASS 3 OF NORTHERN PROVINCIAL INFORMATION AND
COMMUNICATION TECHNOLOGY SERVICE
(Refer 9.2.4.1 of this Minute)**

1. Name of the Examination:

Open Competitive Examination for recruitment to Grade III of Class 3 of Northern Provincial Information and Communication Technology Service.

2. Details of the Examination:

The Examination is held in Tamil, Sinhala or English Medium

<i>Subjects</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Passable Marks</i>
1. Information and Communication Technology	2 hours	100	40
2. Aptitude	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. 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 :

The Commissioner General of Examinations/Provincial Public Service Commission on behalf of the Appointing Authority.

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	This 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, Database Management) hardware, internet and E-mail. All the questions should be answered.
2. Aptitude	This paper consists 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 or notice on Northern Provincial Website published from time to time for the information on the examination and syllabus.

Schedule 04

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO
GRADE II OF CLASS 2 OF NORTHERN PROVINCIAL INFORMATION AND
COMMUNICATION TECHNOLOGY SERVICE

(Refer 9.3.1.4.1 of this Minute)

1. Name of the Examination:

Open Competitive Examination for recruitment to Grade II of Class 2 of Northern Provincial Information and Communication Technology Service.

2. Details of the Examination:

The Examination is held in Tamil, Sinhala or English Medium

Subjects	Duration	Total Marks	Passable Marks
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. 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 :

The Commissioner General of Examinations/Provincial Public Service Commission, NP

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 or Notice on Northern Provincial Website published from time to time for the information on the examination and syllabus.

Schedule 05

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE II OF CLASS 2 OF NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Refer 9.3.2.4.1 of this Minute)

1. Name of the Examination:

Limited Competitive Examination for recruitment to Grade II of Class 2 of Northern Provincial Information and Communication Technology Service.

2. Details of the Examination:

The Examination shall be held in Sinhala, Tamil or English Medium

Subjects	Duration	Total Marks	Passable Marks
(1) Aptitude	1 hour	100	40
(2) Case Study on Information and Communication Technology	2 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 :

The Commissioner General of Examinations/Provincial Public Service Commission, NP.

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.

Mrs. S. Mohanathan
Deputy Chief Secretary

R. Varathalingam
Secretary

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 field of the public service in association with the practice of Public Service relevant to Procedural Rules of Public Service Commission and Financial Regulations.
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6. These regulations and provisions shall be revised according to the requirement. Candidates shall be vigilant on the Gazette Notification or notice on Northern Provincial Website published from time to time for the information on the examination and syllabus.

Schedule 06

1st EFFICIENCY BAR EXAMINATION PRESCRIBED FOR GRADE III OF CLASS 3 OF NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE (Refer 10.1 of this Minute)

1. Name of the Examination:

First efficiency bar examination for officers in Grade III of Class 3 of Northern Provincial Information and Communication Technology Service

2. Details of the Examination:

Subjects	Duration	Total Marks	Passable Marks
(1) Establishment Code	1 hour	100	40
(2) Financial Regulations	1 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 Efficiency bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority.

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/Procedural Rules of the

	Provincial Public Service Commission published in the Gazette Extra Ordinary No 1837/30 dated 03.07.2013.
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 basic 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 07

2nd EFFICIENCY BAR EXAMINATION PRESCRIBED FOR GRADE II OF CLASS 3 OF NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Refer paragraph 10.1 of this Minute)

1. **Name of the Examination :** Second efficiency bar examination for officers in Grade II of Class 3 of Northern Provincial Information and Communication Technology Service.

2. **Details of the Examination:**

Subjects	Duration	Total Marks	Passable Marks
1. Office System and Procedures	2 hour	100	40
2. Information and Communication Technology	3 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 above efficiency bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority.

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 System 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.

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2. Information and Communication Technology	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.		
	Question paper	Duration	Marks
	Paper I- Multiple Choice Questions	1 hour	40
	Paper II- Essay Type Questions	2 hours	60
Total marks		100	

7. 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 08

3rd EFFICIENCY BAR EXAMINATION PRESCRIBED FOR GRADE I OF CLASS 3 OF NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE
(Refer paragraph 10.1 of this minute)

1. **Name of the Examination :** Third efficiency bar examination for officers in Grade I of Class 3 of Northern Provincial Information and Communication Technology Service.

2. **Details of the Examination:**

Question Paper	Duration	Total Marks	Passable Marks
1. Information and Communication Technology - Written Test	1 hour	50	20
2. Information and Communication Technology - Practical Test	1 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, both papers shall be answered in the language medium of they obtained education or in an official language.

3. **Authority for Conducting Examination:**

The above efficiency bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority.

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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 09

1st EFFICIENCY BAR EXAMINATION PRESCRIBED FOR GRADE II OF CLASS 2 OF NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE (Refer paragraph 10.1 of this Minute)

1. **Name of the Examination:** First efficiency bar examination for officers in Grade II of Class 2 of Northern Provincial Information and Communication Technology Service.

2. **Details of the Examination:**

Question Paper	Duration	Total Marks	Passable Marks
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 above efficiency bar examination shall be conducted by the Commissioner General of Examinations or other appropriate institution determined by the appointing authority.

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/ Procedural Rules of the Northern Provincial Public Service Commission published in the Gazette Extra Ordinary No1837/30 dated 03.07.2013 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 /Procedural Rules of the Northern Provincial Public Service Commission published in the Gazette Extra Ordinary No 1837/30 dated 03.07.2013..
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 basic 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 10

2nd Efficiency Bar Examination prescribed for Grade I of Class 2 of Northern Provincial Information and Communication Technology Service (Refer paragraph 10.1 of this minute)

1. **Name of the Examination:** Second efficiency bar examination for officers in Grade I of Class 2 of Northern Provincial Information and Communication Technology Service.

2. **Details of the Examination:**

Question Paper	Duration	Total Marks	Passable Marks
(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.

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S.M.
Mrs. S. Mohanathan
Deputy Chief Secretary
Office of the Deputy Chief Secretary - Administration
Northern Province

R. Var
24/10/2017
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

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 border="1"> <thead> <tr> <th>Question paper</th> <th>Duration</th> <th>Marks</th> </tr> </thead> <tbody> <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> </tbody> </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 or Northern Provincial Website published time to time, in order to obtain full information on the examination and the syllabus.

Appendix 1

NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE APPLICATION FOR ABSORPTION

(Please use both sides of A4 of-size single paper)

PART I - TO BE COMPLETED BY THE APPLICANT

1. Full name of the Applicant: Mr./Mrs./Miss*.....
2. Place of work and address :
3. (i) Date of Birth:-.....
(ii) Age as at the date of implementation of the Service Minute:-.....
4. Post held at present:-.....

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R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

Mrs. S. M. S. S. S.
Deputy Secretary
Office of the Deputy Secretary - Administration
Northern Province

5. According to the Public Administration Circular 9/2004,

(i) Salary Scale.....

(ii) Salary Code :.....

6. (a) According to the Public Administration Circular 6/2006,

(i) Salary Scale :.....

(ii) Salary Code :.....

(iii)Salary step on 01.01.2007

(b) According to the Public Administration Circular 6/2006(iv),

(i) Salary Scale :.....

(ii) Salary Code :.....

(iii)Salary step on 31.12.2012

7. The minimum qualifications required for the post held at present in the terms of the Scheme of recruitment of the post held at present.

(a) Educational Qualifications:

.....

(b) Professional Qualifications:

.....

8. The highest qualification obtained by the Applicant,

(a) Educational :.....

(b) Professional :.....

9. Particulars of duties (briefly) :.....

.....

10. Dates on which the applicant passed the Efficiency Bar Examinations in terms of the Scheme of recruitment of the present post.

<i>Efficiency Bar Examination</i>	<i>Date of passing the examination</i>
1.	
2.	
3.	

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R. Varathalingam
24/10/2017
R. Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

S. S. Mohanathan
Mrs. S. Mohanathan
Deputy Chief Secretary
Office of the Deputy Chief Secretary - Administration
Northern Province

11. Particulars of the period of service (Annexure may be used, if necessary)

<i>From</i>	<i>To</i>	<i>Designation</i>	<i>Place of Work</i>	<i>Period of Service (Years)</i>

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

Date :

.....

Signature of the Applicant

PART 2 - TO BE COMPLETED BY THE HEAD OF THE INSTITUTION

13. The particulars given by the applicant from 1 to 11 above are correct. His/Her* absorption into this service is recommended /not recommended.* (Reasons should be given, if not recommended). A copy of the approved scheme of recruitment of the post held at present by him/her* is also sent herewith.

Date :

.....

Signature and frank of the Head of Institution.

PART 3 - FOR THE USE OF DEPUTY CHIEF SECRETARY- ADMINISTRATION

14. Absorption of the applicant into this service is approved/not approved.*

15. If not approved, given reasons for same:

.....

16. Grade: into which the absorption is made.

17. Requirements to be fulfilled (if any) during the interim period in terms of *Section 15* of the Service Minute:

.....

Date :

.....

Signature of the Authorized Officer.

* Delete unnecessary words.

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S. Mohanathas
 Chief Secretary
 Secretary - Administration

R. Varathalingam
 24/10/2018
 Secretary
 Provincial Public Service Commission
 Northern Province

I recommend this proposed Service Minute for the Northern Provincial Information and Communication Technology Service (Pages 1-29 including Annexures). It is submitted for your approval please.

S. Va
.....

S.Mohanathan
Deputy Chief Secretary
Office of the Deputy Chief Secretary - Administration
Northern Province

Mrs. S.Mohanathan
Deputy Chief Secretary
Office of the Deputy Chief Secretary - Administration
Northern Province

Date :

Hon.Governor.

Provincial Public Service Commission has recommended this Service Minute for the Northern Provincial Information and Communication Technology Service. (Pages 1- 29 including Annexures).

Submitted for your Hon's approval please.

R. Va
.....

R.Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

R.Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

Date: 5/1/2017

Approved

Reginald Cooray
.....
Reginald Cooray
Governor, Northern Province

Reginald Cooray
Governor
Northern Province

Date: 19.01.2017

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R. Va
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R.Varathalingam
Secretary
Provincial Public Service Commission
Northern Province

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